

Key Accountabilities/Responsibilities

- strategic leadership of a team of the schools' IT strategy;
- IT service delivery and infrastructure. Ensure that the quality/service level delivered from the IT team is of the highest standard;
- strategic planning and budgeting on an annual cycle;
- identification and recommendation of working/technical procedures, quality of service and operational effectiveness of the IT department and report these findings at regular intervals;
- management of all contractual deadlines and recommendations for renewal; and
- performance feedback and documentation to direct report staff as needed. In the event of substantial performance problems, review with HR Manager .

Person Specification

Qualifications & Experience

At-least five years experience in MS Exchange Administration(Microsoft Exchange 2007 with windows 2008 server and Exchange 2003)

Complete knowledge of Windows 2003/2008 Server, clustering, migration planning, active directory, DNS DHCP, NTFS, group policy, scripting server builds and disaster recovery

Good knowledge and experience in SQL server 2005/2008 enterprise manager, query analyser for creating, updating and maintaining databases.

Thorough working knowledge of firewall topology, NAT, policy management, Cisco router, Pix firewall and SSL VPN.

Working Experience of IIS, My SQL, PHP and EMC storage system

Excellent skills to handle all types of MAIL Security

Lease Line Monitoring, Spam Monitoring

Skills /Competencies

- Ability to communicate effectively in both written and spoken English
- Proactive with Managerial skills
- Problem solving and decision making skills