



Saltus Grammar School

Saltus Grammar School is a high achieving, co-educational day school educating students between the ages of 4 and 18. The school is a leading independent school in Bermuda and enjoys an excellent reputation in the local and international community. The school has a Primary Department, which embraces the Foundation Year, the Lower Primary and the Upper Primary years, and the Secondary Department which includes the Saltus Graduate Years. The school's international curriculum blends the best of both UK and North American traditions. In addition to academic excellence, particular emphasis is placed on the all-round development of students, and sport, music and drama are key aspects of school life.

Senior Systems Engineer/Administrator

The school is currently seeking to fill the challenging role of Senior Systems Engineer/Administrator.

Key Responsibilities:

- Design, installation, configuration, maintenance, performance, and support of the School's network, servers, and related applications
- Working on the continual improvement, refinement, automation and upkeep of the infrastructure and related network hardware/software
- Administering Firewalls, Switches, and Windows Servers
- Performing scheduled maintenance and other tasks, sometimes outside of normal business hours
- Assisting with the Help Desk function, and responding to end-user requests as necessary
- Proactively exploring new technologies and investigating how these might benefit the school
- Participating in ad hoc IT projects as required

Minimum Qualifications, Skills and Experience:

- Bachelor's Degree with a minimum of five years' experience in a similar role
- Industry standard certifications related to Microsoft Server Solutions, CISCO, VMWare, Nutanix, and Compellent (MCSE, CCNA, VCP at minimum)
- Proven understanding and strong expertise in Network Administration in a Microsoft and VMWare environment
- Strong technical knowledge of CISCO switches/routers, CISCO wireless solutions and VLANs
- Strong knowledge of Microsoft servers and associated storage solutions (SAN)
- Strong knowledge of VMWare and virtualization architecture, including VDI
- Expertise in Microsoft Active Directory. Group Policy, Exchange 2010/2013, and SQL
- Knowledge of Backup systems, Anti Virus management, WSUS, Print 'Server, and Firewall Administration
- Experience with PC imaging software and cloning techniques (Symantec Ghost and Microsoft DPM)
- Knowledge of VoIP telephony (preferably Avaya)
- Experience supporting users in a BYOD (Bring Your Own Device) environment
- Ability to troubleshoot & resolve hardware/software issues on Windows XP, Windows 7, Windows 8, and iOS workstations/devices and associated peripherals
- Proficient with Microsoft Office 2010/2013 applications
- Ability to prioritize work in an efficient manner and follow all tasks to completion
- Excellent communication and organizational skills, strong attention to detail, and the ability to give and take technical direction
- Strong interpersonal skills, a calm and patient manner, with, the ability to assist end users in integrating technology into their daily work routines
- Ability and willingness to work extended hours as well as weekends as needed

For further information on Saltus Grammar School, please visit the school's website at www.saltus.bm.

CLOSING DATE: March 27, 2014

Candidates should e-mail their letter of application, including resume/curriculum vitae to the Human Resources Department at:

Email: hr@saltus.bm
Saltus Grammar School
P.O. Box HM 2224, Hamilton HM JX, Bermuda
Telephone: 441-292-6177

In accordance with Bermuda Department of Immigration policy, first preference will be given to suitably qualified and experienced Bermudians or Spouses of Bermudians.