**Job Title:** IT School Admin

**Location:** Momenta Education (Remote)

**Position Type:** Full-Time

**Salary:** [Competitive Salary Based on Experience]

Job Summary: We are seeking a dedicated and experienced IT Administrator to join our dynamic team at Momenta Education. The ideal candidate will be responsible for managing and maintaining our school's IT infrastructure, ensuring the smooth operation of all technology systems, and providing technical support to staff and students. Proficiency in using Canvas, ISAMS, Zoom (or adobe Connect) and Microsoft products is desirable.

**Key Responsibilities:**

IT Infrastructure Management: Oversee the installation, configuration, and maintenance of hardware, software, and network systems.

First Line Technical Support: Provide timely and effective technical support to clients and students, resolving IT-related issues promptly.

System Administration: Manage user accounts, permissions, and access rights within Canvas, ISAMS, and Microsoft products.

Data Management: Ensure the security and integrity of school data, performing regular backups and implementing data protection measures.

Training and Development: Conduct training sessions for staff and students on the effective use of Canvas, ISAMS, and Microsoft products.

Software Updates: Monitor and apply software updates and patches to ensure systems are up-to-date and secure.

Collaboration: Work closely with the academic and administrative teams to support the integration of technology in the classroom and administrative processes.

Compliance: Ensure compliance with relevant data protection regulations and school policies.

Software Integration and Development: Integrate various software used by the school, offering improvements and developments to enhance efficiency and effectiveness.

Market Awareness: Stay up to date with emerging educational software and technologies that could enhance the school's operations and learning environment.

Support Momenta Group IT requirements across WPA/ LPA and ADL

Provide Administration support as required

**Qualifications:**

Education: Bachelor’s degree in information technology, Computer Science, or a related field.

Experience: Minimum of 3 years of experience in IT administration, preferably in an educational setting.

Technical Skills: Proficiency/ experience in using Canvas, ISAMS, Zoom or Adobe Connect and Microsoft products (e.g., Office 365, SharePoint, Teams).

Problem-Solving: Strong analytical and problem-solving skills with the ability to troubleshoot and resolve technical issues.

Communication: Excellent verbal and written communication skills, with the ability to explain technical concepts to non-technical users.

Organizational Skills: Strong organisational and time-management skills, with the ability to manage multiple tasks and priorities.

Team Player: Ability to work collaboratively with colleagues and contribute to a positive team environment.

**Desirable Attributes:**

Certifications: Relevant IT certifications

Experience (desirable): Previous experience working in a secondary school or educational institution.

Innovation: A proactive approach to identifying and implementing new technologies to enhance the learning environment.