



# ST JOHN'S COLLEGE

## ICT SYSTEMS ADMINISTRATOR 2025

St John's College is a world-class Anglican School situated on a magnificent campus in Houghton, Johannesburg, offering quality education from Pre-Primary to Post-Matric. The school has an outstanding academic record and an excellent reputation in sport, music, drama, art and debating.

We are seeking to appoint a proactive and solutions-driven ICT professional looking to make a meaningful impact at St John's and to support and evolve our technology infrastructure. In this key role, the successful candidate will be responsible for the stability, security and performance of our systems - ensuring excellent operations that support teaching, learning and administration. The ideal candidate will require strong technical expertise in virtualisation, cloud services, networking, and server management.

The successful candidate will join a dynamic, innovative, and collaborative team that values professionalism, continuous growth and a service-centered approach.

### Main responsibilities

- Helpdesk agent resolving technical issues and fulfills service requests efficiently to ensure user satisfaction as well as documenting the resolution thereof.
- Administer and optimise the virtual server environment, including provisioning, performance monitoring, backup and disaster recovery
- Administer and support cloud services, particularly Google Workspace, including user administration, system integration and issue resolution
- Administer Microsoft Entra (formerly Azure AD), including user accounts, licensing, group management and troubleshooting
- Maintain network infrastructure, including VLANs, DHCP, DNS, firewalls, switches, routers, and Wi-Fi systems, ensuring performance, reliability and security
- Install, configure, and manage Windows Server 2025 systems, including Active Directory and DNS, with responsibility for regular patching and performance monitoring
- Configure and support Single Sign-On (SSO) integrations using SAML across key platforms and services
- Manage telephony systems and VoIP infrastructure, user setup and billing processes.
- Oversee managed print services, including authentication, usage monitoring and resolving print-related issues
- Deliver responsive ICT support to staff and students, covering hardware, software, network, and audio-visual needs
- Maintain up-to-date ICT documentation and stay informed of emerging technologies relevant to the school's digital environment

## Requirements

- Diploma or equivalent in Information Technology or a related field
- Accredited specialisation certificates
- Minimum 3 years experience in an ICT System Administration role
- Previous experience in a school environment is highly beneficial

## Behavioural Success Factors

- Collaborative and independent: Works well alone and in a team, engaging clearly with technical and non-technical users
- Professional and proactive: Demonstrate initiative, professionalism and a commitment to high standards in all aspects of the role
- Service and solution-focused: Resolve technical issues efficiently and accurately while prioritising user experience with a helpful, responsive approach
- Adaptable and growth-oriented: Embrace new technologies and continuous learning to enhance service delivery
- Detail-oriented and reliable: Ensure accuracy and consistency in all configurations, documentation, and troubleshooting.
- Child welfare commitment: Strong dedication to the welfare and wellbeing of children, with knowledge of Safeguarding principles and in line with St John's College's Legacy of Care

Members of staff are expected to demonstrate a commitment to work within the values, Christian ethos and mission of the school.

To apply for this position, please complete the form using this link [Application Form - 2025 ICT Systems Administrator](#) by no later than Wednesday, 10 September 2025.

*At St John's College, we are committed to proactive safeguarding and promoting the welfare of all our children. All staff who have access to children will be vetted in accordance with the St John's College safeguarding policy. This policy stipulates that staff are required to undergo all the necessary background checks in keeping with the requirements for safeguarding and child protection in South Africa, and all staff perform duties in accordance with our school's HR Policies.*

*The school reserves the right not to proceed with the filling of the post. The appointment of candidates is at the sole discretion of St John's College, taking into account factors such as St John's College Employment Equity Policy. Applications are welcomed from South African citizens only or persons with a valid work permit. An application will not in itself entitle the applicant to an interview or appointment and failure to meet the minimum requirements of the advertised post will result in applicants automatically disqualifying themselves from consideration. Only short-listed candidates will be contacted. If you have not heard from St John's College within two weeks of the closing date, please assume that you have been unsuccessful in your application*

*St John's College, in line with POPIA (Protection of Personal Information Act) will attempt to ensure the confidentiality of all applicants for this role. All reasonable measures will be in place to protect personal information but will be used in the recruitment, selection, and reporting process. By submitting your application for this position, you are recognising and accepting this disclaimer.*