

COMPANY/CLIENT NAME: UHS

POSITION: IT Manager

CLOSING DATE: 21 June 2022

GENERAL

- **Location:** Highlands Estate
- **Reporting to:** Executive Director
- **Hours of work:** 8-5pm (Mon – Thurs), 8am – 4pm (Fri)
- **Nature of contract:** Permanent, Full-time
- **Salary range:** Commensurate with experience
- **Start date:** 1 August 2022

ABOUT THE ORGANISATION AND THE ROLE

United Herzlia Schools is a coeducational independent Jewish School in the City Bowl. United Herzlia Schools (UHS) follows a national traditional ideology, aligned to orthodoxy, although our schools cater for all members of the Jewish community and are also open to children from the wider community. They are a Google based school, now recruiting for an IT Manager to take care of all aspects of the IT systems, network and support.

MAIN DUTIES & RESPONSIBILITIES

1. Strategically maintaining and enhancing an efficient data and voice IT infrastructure (Ed-admin, Google, SharePoint O365 Intranet, VOIP and security camera systems)
2. Evaluate and analyse the IT resources
3. Strategic business and financial planning to ensure that the IT service meets the school's vision and needs
4. Accountability for the drawing up and managing of the IT budget
5. Managing IT technical support across the campuses in Innovation forums.
6. Able to manage, design implement Microsoft Active Directory and supporting services in complex wide area network.
7. Be able to advise and support all technology (computers, Chromebooks, data projectors, smartboards and interactive technology)
8. Work closely alongside the Head of Innovation to ensure that Herzlia remains at the cutting edge of educational technology advancements
9. Have a very good knowledge of CISCO switchgear and VLANS
10. Understand and manage Aruba enterprise class Wi-Fi.

REQUIRED SKILLS & EXPERIENCE

1. Work experience and industry exposure

- Previous Experience in IT Management – networking and architecture
- Proven experience in designing and managing Microsoft Active Directory and support services in complex wide area network.
- Very good knowledge of CISCO switchgear and VLANS



- Solid understanding and management of Aruba enterprise class Wi-Fi

2. Strong Communication and Interpersonal skills

- An inspirational leader and a superb role model
- Think out of the box
- Service orientated and a team player
- Able to manage difficult situations and personalities in a calm and rational manner
- A confident and outgoing individual who is friendly and accessible

3. Excellent Administration Skills

- Strong administration and organizational skills
- A confident team collaborator who is self-driven and highly organized
- An accountable, responsible and reliable individual who takes pride in their work

4. Specific

- Flexible with regards to working hours
- Works under pressure

Interested?

Email Loren for an application form: recruitment@staffwise.org

Closing date for applications: 21 June 2022

If you have not been contacted within 2 weeks of submitting your application, kindly consider your application to have been unsuccessful