

BBPS ROHINI requires a System Administrator to facilitate IT operations in School

Please find below required qualification for a System Administrator.

- Bachelor's degree in computer science OR
- Bachelor's degree in any stream with 1 year hardware-network course.
- 3 years diploma in IT / CS

Specialization like : MCSE / CCNA etc will be a value addition.

Roles & Responsibilities of a System Administrator

Organization: Bal Bharati Public School Rohini

Designation: System Administrator

Direct Reporting to: School Administrator \ Principal

Functional Reporting to: IT Manager

Managing school level L1 support & troubleshooting

- o Endpoints (desktops/laptops/Tablets/iPad/iMac/Chromebooks/Mobile devices etc.)
- o Devices (Printers/Scanner/Peripherals) etc.
- o Audio Video Systems (Classroom Projector & speaker with amplifier/Auditorium Projector/LCD TV/ Interactive Panel)
- o Basic Networking support (Router/Switches/ Firewall etc.)
- o Operating Systems (Windows/Mac/Android etc.)
- o Microsoft Outlook Mails on Desktop/Laptops/Mobiles etc.
- o Office 365 & Gsuite cloud support.
- o Software Packages (OS/Office/Adobe/Other applications etc.)
- o LAN/WLAN Network
- o UPS etc.
- o Manage CCTV devices.

Manage and monitor device & network level security using the Antivirus Endpoint and Firewall.

Provide the routine technical support to all the users \ staff members.

Providing the basic level support for school ERP & escalating the issues, if not resolved.

Manage IT inventory – with the proper tracking of IN – OUT of devices.

Manage regular preventive maintenance support.

Maintain the daily call register of all technical issues\complaints.

Maintain the daily cctv report and provide technical support for issues.

Maintaining all weekly \ monthly reports and reporting to IT Manager.

Coordinate with the vendors and other IT personnel for problem resolution.