



PIETERMARITZBURG GIRLS' HIGH SCHOOL - ADMINISTRATIVE JOB PROFILE

IT MANAGER

Pietermaritzburg Girls' High School is a leading school for girls, which provides education from Grade 8 to Grade 12. The school was founded in 1920 and continues to provide an outstanding education for young women in the academic, cultural and sporting fields. As a school, our mission is to promote human dignity and equal opportunity, the maximum freedom of the individual within the context of the maximum good for all, excellence according to the talent and interest of each person, a sound set of values, service, a respect for community and environment, a commitment to the search for truth, the acquisition of knowledge and the development of skills.

Pietermaritzburg Girls' High School seeks to appoint a dynamic, innovative, and service-oriented IT Manager to lead and manage the School's Information Technology Department. The successful candidate will be responsible for the strategic planning, implementation, security, maintenance, and continuous improvement of the School's technology infrastructure and digital services. This role requires strong technical expertise, excellent leadership skills, and the ability to support teaching, learning, and administrative operations through effective technology solutions.

The IT Manager will lead the IT Department, manage technology projects, oversee cybersecurity and network infrastructure, support educational technologies, and ensure the reliable delivery of IT services across the School.

General description of the position:

The incumbent will oversee the coordination of all IT related activities within the school that include, but are not limited to:

IT Infrastructure Management

- Manage and maintain the School's wired and wireless network infrastructure.
- Administer enterprise switching, routing, wireless, internet connectivity, and firewall environments.
- Manage Active Directory, domain services, DNS, DHCP, file services, print services, and authentication systems.
- Maintain server infrastructure, virtual environments, storage, and disaster recovery procedures.
- Monitor network performance and system availability.
- Ensure optimal uptime and reliability of all IT systems.

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Cybersecurity

- Implement and maintain cybersecurity best practices.
- Manage firewall policies, endpoint protection, network segmentation, and access control.
- Monitor security alerts and respond to incidents.
- Manage identity and access management, including multi-factor authentication.
- Conduct regular security audits and vulnerability assessments.
- Promote cybersecurity awareness amongst staff and learners.

Google Workspace Administration

- Administer Google Workspace for Education.
- Manage users, organisational units, security policies, shared drives, licensing, and compliance.
- Implement and maintain Google Workspace security best practices.
- Develop automation using Google Apps Script where appropriate.

Educational Technology

- Support and enhance the effective use of educational technologies throughout the School.
- Manage classroom technology including interactive displays, projectors, audio-visual and equipment.
- Evaluate and implement new educational technologies.
- Provide training and ongoing support to academic staff.

IT Operations

- Ensure efficient day-to-day operation of the IT Department.
- Manage the IT helpdesk and support services.
- Develop service standards and response procedures.
- Maintain hardware and software inventories.
- Manage software licensing and asset registers.
- Coordinate preventative maintenance programmes.

Leadership and Staff Management

- Lead, mentor, supervise, and develop the IT Department staff.
- Allocate responsibilities and monitor performance.
- Coordinate staff training and professional development.
- Foster a customer-focused service culture.

Project Management

- Plan, manage, and implement IT infrastructure and digital transformation projects.
- Coordinate technology upgrades, installations, and system implementations.
- Manage project budgets, timelines, risks, and stakeholders.
- Oversee vendor implementation projects from initiation through completion.

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CCTV and Security Systems

- Manage and maintain the School's CCTV infrastructure and associated security technologies.
- Coordinate system upgrades and expansion projects.
- Work with service providers to ensure optimal system performance.

User Support

- Provide advanced technical support to staff and administrative departments.
- Resolve complex technical issues.
- Coordinate after-hours support where required.
- Deliver user training and technology induction programmes.

Necessary qualifications and soft skills would include:

- Bachelor's Degree or National Diploma in Information Technology, Computer Science, Information Systems, or related field.
- Minimum of five years' experience in IT infrastructure and systems administration.
- Minimum of three years' experience managing an IT team.
- Experience within an educational environment will be advantageous.

Necessary Technical skills in majority of the following:

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| • Enterprise networking | • Virtualisation technologies |
| • Switching and VLAN management | • Endpoint management |
| • Wireless networking | • Cybersecurity |
| • Firewall administration | • CCTV systems |
| • Windows Server administration | • Audio-visual technologies |
| • Active Directory | • Managed print solutions |
| • Microsoft 365 and/or Google Workspace Administration | • Cloud services |
| • Google Workspace for Education | • Scripting and automation |
| • Backup and disaster recovery | • IT asset management |

The successful candidate should demonstrate:

- Excellent leadership skills
- Strong communication and interpersonal skills
- Exceptional problem-solving ability
- High level of professionalism and integrity
- Excellent organisational and project management skills
- Customer-focused approach

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- Ability to prioritise and work under pressure
- Strong analytical skills
- Initiative and innovation
- Commitment to continuous professional development

ALL GHS staff are expected to:

- Perform all of their duties with integrity and diligence.
- Project a professional demeanour and appearance at all times.
- Develop positive relationships with members of the GHS school community, which includes parents, learners and colleagues.
- Be prepared to support and uphold the ethos of the school as contained in the Mission Statement.

Interested applicants are invited to submit a CV of no more than four typed pages indicating qualifications, previous work experience and at least two traceable references to:

The HR Manager at recruitment@ghspmb.co.za

CLOSING DATE FOR APPLICATIONS: 26 JULY 2026

Pietermaritzburg Girls' High School reserves the right not to fill this position.

If applicants have not been contacted by the school within two weeks of the closing date, their application has not been successful.

We thank you for your interest in our school.

NOTE: The responsibilities associated with this job will change from time to time in accordance with the School's needs. More specifically, the incumbent may be required to perform additional and/or different roles from those detailed in their Job Profile. The Job Profile is not intended to be an all-inclusive list of the roles and outcomes of the job described, nor is it intended to be such a listing of the skills requirements to do the job. Rather, it is intended to describe the general nature of the job.

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