JOB DESCRIPTION

School IT Administrator

IT & Infrastructure Executive

Organisation	Amrita International Vidyalayam
Location	Sarjapur Road, Bengaluru
Employment Type	Full-time | On-campus
Experience & Salary	2–4 years preferred; strong practical skills considered | ₹35,000–₹40,000 per month

About the Role

Amrita International Vidyalayam is seeking a technically competent, hands-on IT & Infrastructure Executive to manage and maintain the school's IT infrastructure, technology systems and ICT facilities. The role is responsible for the reliable day-to-day functioning of computer laboratories, campus networking and Wi-Fi, servers, CCTV surveillance, school software and end-user technology. The successful candidate will troubleshoot issues independently, support staff and students, maintain appropriate records and coordinate with external service providers wherever required.

Key Responsibilities

1. IT Infrastructure & Hardware Management

- Install, configure, maintain and troubleshoot desktops, laptops, printers, scanners, projectors and other IT equipment.
- Diagnose hardware, operating system, application and peripheral issues and resolve them within appropriate timelines.
- Maintain an updated IT asset register, including allocation, condition, warranty, repair and replacement details.
- Ensure IT equipment across classrooms, offices, laboratories and other campus areas remains functional.

2. Networking, Internet & Wi-Fi Management

- Maintain and troubleshoot campus LAN/WAN connectivity, routers, switches, firewalls, network points and wireless access points.
- Monitor Wi-Fi availability and network performance across academic, administrative and common areas.
- Investigate connectivity interruptions, network performance issues and access-related problems.
- Coordinate with internet service providers and networking vendors for fault resolution, upgrades and maintenance.

3. Server, Software & Systems Administration

- Carry out routine server checks, basic administration, user access management, updates and maintenance.
- Monitor the availability and functioning of school ERP, attendance, biometric and other administrative systems.
- Coordinate with software providers for support, troubleshooting, configuration and upgrades.
- Support system deployments, migrations and technology upgrades as required.
- Maintain routine data backup processes and verify backup completion; escalate failures or risks promptly.

4. CCTV & Campus Security Systems

- Maintain IP cameras, CCTV systems, NVRs and DVRs, including connectivity, recording and playback functionality.
- Troubleshoot camera offline alerts, recording interruptions, storage issues and display problems.
- Periodically check camera coverage and recording availability and coordinate repairs or replacements.
- Ensure CCTV access and footage are handled securely and only by authorised personnel.

5. ICT Laboratory & Classroom Technology

- Maintain ICT/computer laboratories and ensure systems are operational and ready for scheduled classes.

- Install, configure and update operating systems, applications and educational software.
- Provide technical support for classroom technology, projectors, displays and related equipment.
- Assist teachers and students with technology-related issues during academic activities, as required.
- Maintain appropriate lab usage, equipment and maintenance records.

Required Skills & Technical Knowledge

- Computer hardware, Windows operating systems, software installation and troubleshooting.
- Networking fundamentals: LAN/WAN, TCP/IP, routers, switches, Wi-Fi and access points.
- IP CCTV cameras, NVRs/DVRs, recording, playback and basic troubleshooting.
- Basic server administration, user access, backup procedures and system monitoring.
- Printer, scanner, projector and classroom technology support.
- Familiarity with school ERP, biometric and attendance systems, or the ability to learn them quickly.
- Basic cybersecurity awareness, data protection and access-control practices.
- Documentation, issue tracking and vendor coordination.

Educational Qualification & Experience

- Diploma, BCA, BSc (Computer Science/IT), BE/BTech (Computer Science/IT) or equivalent practical technical experience.
- 2–4 years of relevant experience is preferred. Candidates with strong hands-on skills may be considered even if their experience is outside the school sector.
- Experience in a school or educational institution is an advantage.
- Candidates from IT infrastructure, networking, desktop support, hardware maintenance and technical service organisations are encouraged to apply.

Preferred Candidate Attributes

- Strong troubleshooting, analytical and problem-solving abilities.
- Able to work independently, prioritise multiple requests and take ownership of resolution.
- Good communication and interpersonal skills, with a patient and helpful approach towards teachers and students.
- Organised, dependable and proactive, with attention to documentation and preventive maintenance.
- Willingness to work full-time from the school campus on Sarjapur Road, Bengaluru.

Role Expectations

The role requires practical ownership of the school's day-to-day IT operations. The Executive is expected to keep critical systems functional, respond to support requests in a timely manner, maintain accurate infrastructure records, follow security and access protocols, and escalate significant risks or outages to the reporting manager without delay.

Application Details

Interested candidates may share an updated resume along with the following details:

- Current location and current salary (if applicable).
- Expected monthly salary.
- Notice period and earliest possible joining date.
- Brief details of hands-on experience in networking, servers, CCTV/NVRs, ICT labs and IT support.

Only candidates willing to work full-time, on-campus at Sarjapur Road, Bengaluru, should apply.