



Tech. Support Role: IT Administration

Introduction

The IT Administrator role supports the association with the administration and maintenance of the ESSA Microsoft 365 accounts. The role supports the ESSA users in user and group set up and maintenance, proposing and enforcing relevant association policies.

Skills/Knowledge

- Microsoft 365 administration
- Strong communication skills with ESSA members with a range of technical abilities
- Current enhanced DBS (can be done through ESSA) and awareness of safeguarding issues

What does the Association expect from you?

- Development/Maintenance of the Microsoft 365 environment used by the ESSA council teams
- Support to council members implementing Microsoft 365 apps on their personal or work IT assets and online apps such as sharepoint, forms, PowerAutomate, Teams/Zoom meetings
 - part of the role is assisting the less tech. capable users
- Maintain Microsoft licenses (under their charitable contribution scheme)
- Response to ESSA users
- Reporting to ESSA Council on plans, progress, issues and risks

Level of commitment required

- Typically ½ hour per week.
- Peaks of workload can occur due to major changes in users around the ESSA AGM (January) and around the association's major championships.

What support can you expect from ESSA?

- Microsoft365 content (e.g. SharePoint documents, forms) will be generated by other ESSA council members

What will you gain from the experience?

- While much of the role is 'behind the scenes' there is a personal satisfaction in creating a quality user experience.
- You will be part of the team of council members working closely with a wide range of people in the schools' aquatics, distributed geographically across England

Expression of interest

- Should you be interested in supporting this role, please contact the webmaster webmaster@essa-mail.uk or Hon. General secretary secretary@essa-mail.uk.

Orderly handover available up to 31/12/2026

Updated 12/01/2026