



JOB DESCRIPTION

POST TITLE:	Microsoft SharePoint Administrator (Fixed Term 12 months)
REPORTS TO:	Principle Systems Analyst
GRADE & SALARY	Grade 5

OVERALL PURPOSE OF ROLE:

The Microsoft SharePoint Administrator will work closely with the SharePoint Project Manager to ensure the platform is implemented and maintained in accordance with organisational standards and best practices. The ideal candidate will have experience administering SharePoint environments, including configuring sites, templates, document types, metadata tags, and sensitivity labels.

Core Responsibilities

1. Set up, configure, and maintain the SharePoint environment in alignment with defined organisational standards and design specification.
2. Work closely with the SharePoint Project Manager to ensure successful deployment and ongoing platform support.
3. Configure SharePoint sites, libraries, lists, and templates to meet business requirements.
4. Manage document types, metadata tags, and sensitivity labels to support information governance and compliance.
5. Implement and enforce best practices for SharePoint administration, security, and access control.
6. Provide technical support and troubleshooting for SharePoint-related issues.
7. Assist with SharePoint migrations, upgrades, and integrations with other Microsoft 365 applications.
8. Develop and maintain documentation for SharePoint configurations, policies, and procedures.
9. Train and support end-users on SharePoint functionality and best practices.
10. Monitor system performance and proactively address potential issues to ensure platform stability.



OUR VALUES form the behaviours that we expect from all of our team, these help us to assess your performance in the role.

VALUE	DESCRIPTION	ESSENTIAL (E) DESIRABLE (D)
SELF DEVELOPMENT	Wanting to improve ourselves, and looking for different ways to learn	E
TEAM	Actively participates as a member of a team, pro-actively contributing to the completion of objectives.	E
RESULTS	Demonstrates drive and passion to achieve objectives	E
ACCOUNTABILITY	Demonstrates ability to focus on completion tasks and can ensure tasks are completed within deadlines.	E
TRUST	Able to build lasting relationships which demonstrate reliability, integrity and consistency	E
ADAPTABILITY	Having flexibility in handling change as well as adapting to new situations with fresh ideas or innovative approaches.	E

SIGNATORY

PRINT NAME

DATE

Job holder -----

Line Manager-----

This job description is not an exhaustive list and will be updated annually to reflect job requirements in accordance with our performance management process. From time to time the post holder may be asked to perform additional tasks which are not detailed within the core responsibilities for this role



PERSON SPECIFICATION we use this criteria not only to assess your skills coming into the role but to ensure that we evaluate the requirements fairly.

Category	Requirements	Essential/Desirable (E/D)	Method of Assessment
Education/training	<ul style="list-style-type: none"> • Good general school background with a minimum of 4 GCSEs grade C and above • Technical or business qualification • Microsoft certification 	E D D	
Knowledge	<ul style="list-style-type: none"> • Proven experience in administering Microsoft SharePoint environments • Strong knowledge of SharePoint Online and Microsoft 365 administration • Familiarity with metadata tags, sensitivity labels, and information governance best practices. • Understanding of SharePoint security, access control, and compliance policies. 	E E E E	
Skills and Abilities	<ul style="list-style-type: none"> • Excellent communication and stakeholder engagement skills. • Experience with data protection regulations and compliance standards. • Excellent documentation and communication skills. • Strong analytical and problem-solving abilities. • Microsoft 365 tools such as Power Automate and PowerApps • Ability to troubleshoot and resolve SharePoint-related technical issues effectively. • Understanding of SharePoint security, access control, and compliance policies. 	E E E E D E E	
Successful experience in	<ul style="list-style-type: none"> • Experience with SharePoint migrations, upgrades, and integrations with • Experience in configuring SharePoint sites, libraries, lists, templates, and document management features. 	E D	



Special requirements	<ul style="list-style-type: none"> A valid driving licence and own car with business insurance are essential (reasonable adjustments may be possible according to the Equality Act). 	E	
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RISK ASSESSMENT PROFILE

[RAP forms part of the Job Description please ensure a copy is always attached]

This role has been assessed for risk and the following table highlights the demands of the role and the level of risk that may be prevalent in the job when carrying out normal day to day activities. The following key has been used to provide a guide.

Level 1	Seldom or never	Level 4	Regular (2-3 times per week)
Level 2	Occasionally (once a month)	Level 5	Daily
Level 3	Fairly regularly (1 per week)		

Potential risks and hazards	Level of Frequency
Computer user	5
Car driving	3
HGV, LGV driving	1
Prolonged sitting, standing	5
Exertion (other than lifting)	1
Lifting	2
Manual handling – repetitive movements, bending twisting	1
Working with the public	2
Face to face contact with abusive customers	2
Lone working	2
Night working = 3 hrs or more between 11pm & 6am	1
Shift working	3
Use of chemical and or skin irritants	1
<ul style="list-style-type: none"> Head phone use/ auditory performance / noise 	1
<ul style="list-style-type: none"> Hand arm vibration / noise 	1
<ul style="list-style-type: none"> Use of machinery / noise / vibration 	1
Outside working / inclement weather	1
Exposure to the sun through outside working	1
Working at heights (above 2 metres)	1
Working in confined spaces	1
Risk of exposure to bodily fluids	1
Risk of contact with infectious diseases	1
Risk of exposure to asbestos	1
Other - please specify	

- Any post identified in levels 2-5 will require a hearing test if decibel levels are above 80 [If unsure please check with Health & Safety Officer]
- Any post identified in levels 2-5 will require a hand arm vibration screening test