

JOB DESCRIPTION

Position: Network and Systems Administrator

Appointed by: The Principal

Report Directly to: ICT Manager

Overview:

The Illawarra Grammar School is a co-educational Anglican School located in the Illawarra, catering and caring for students in Preparatory to Year 12.

The School is earning a reputation for achieving excellent educational outcomes for its students. This is a reputation that our learning community is determined to enhance.

The Illawarra Grammar Statement of Mission and Values captures the School's fundamental commitment to quality teaching and learning that:

- has rigorous student learning as its core business;
- is built around the pursuit of academic excellence; and
- cultivates an aspirational ethos that values and pursues the achievement of outstanding learning outcomes.

The School's Mission Statement reads:

"The achievement of academic excellence in a caring environment that is founded on Christian belief and behaviour, so that students are equipped to act with wisdom, compassion and justice as faithful stewards of our world."

A demonstrated commitment to, and support of, the School's Mission and Values Statement are essential.

Position Overview:

The Network and Systems Administrator is a member of the ICT team, taking responsibility for the oversight, care and maintenance of the School's network and ICT systems.

The role involves:

- Installing, configuring and updating the ICT servers
- Managing the backup and recovery of systems and processes
- Managing and administering the School's ICT network and systems
- Maintaining the updates of the School's ICT systems
- Managing staff device rollout and associated management of systems and processes for staff
- Maintaining and improving the network infrastructure
- Contributing to the oversight of related cybersecurity measures
- Advising the ICT Manager of infrastructure requirements and upgrades
- Perform additional duties as required to ensure effective technological services across the School.

Attributes

- Relevant qualifications and/or experience in technology in education
- An eye for detail
- Good communication skills
- The ability to prioritise
- Reliability and punctuality
- A service mentality.

All staff are expected to act professionally at all times, to be supportive of the Christian ministry of the School, and to be loyal to the Principal and publicly supportive of her decisions.

Working Conditions

- This position may necessitate some out-of-hours work on weekends and evenings.
- Employment will be subject to the provisions of the Independent Schools NSW (Support and Operational Staff) Multi-Enterprise Agreement 2021 or any industrial agreement that replaces that award.

Dr Julie Greenhalgh

Principal

February 2025