

The School

St Luke's Anglican School is a co-educational day school located in Bundaberg, Queensland. Founded in 1994, the School educates over 860 students from Kindergarten to Year 12 and has a strong reputation for academic excellence, fostering spirituality and the development of each student's full potential.

The School employs 125 full-time, part-time and casual staff, covering all School functions including academic, co-curricular, administration and support services. Professional development and wellbeing of the staff are both important to the culture of the School.

Position Vacant

Systems Administrator

Full-time, permanent position

Salary Classification – Level 4

Position Summary

The Systems Administrator is responsible for providing superior service to staff, students and parents in the provision of Information Technology services and support within the ICT Department.

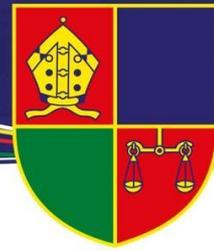
The Systems Administrator will be responsible for the day to day maintenance and upgrades pertaining to servers and network equipment on campus. Daily duties may also consist of scripting to automate processes, assisting the Information Technology Assistant with general classroom and fleet computer maintenance.

Throughout the year under the guidance of the Director of ICT the successful candidate will undertake small projects to deliver technology services to staff, students and parents usually in the form of software but could also be device deployment focused.

The Systems Administrator is a hands on role who frequently engages with all stakeholders and has a strong customer satisfaction focus. The St Luke's ICT Team is a 'yes' team that has a strong focus on providing a wide range of support to all users in the school to help our students achieve their goals.

Applicants should address the following criteria in their application

- SC1 Demonstrated extensive knowledge and experience in installing, configuring and supporting Linux and Microsoft operating systems in an enterprise environment.
- SC2 Demonstrated extensive knowledge and experience in installing, configuring and supporting core network services DHCP/DNS/NTP, firewall/proxy services, switches and wireless access points at scale.
- SC3 Demonstrated knowledge and experience in administering IaaS, PaaS and SaaS environments to deliver high quality user experiences.
- SC4 Strong interpersonal skills with the ability to interact and establish professional strategic relationships with internal and external stakeholders.



SC5 Excellent organisational and time management skills with the ability to multi-task and effectively prioritise competing demands.

Competencies and Characteristics

Essential

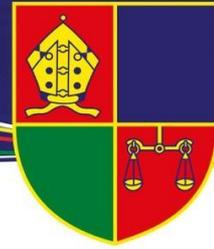
- A minimum of two years previous experience working in a similar role
- Deep understanding of computer science fundamentals
- Ability to work logically and problem solve using available resources autonomously in a timely fashion
- Competency in one or more commonly used programming languages or scripting services
- A demonstrated high achiever, who is a motivated and career orientated “self-starter” who can work effectively and exceed expectations with minimal supervision.
- Exhibits a positive outlook with exceptional interpersonal, written and verbal communication skills.
- Possesses high emotional intelligence, with a demonstrated ability to build authentic, collaborative and productive relationships with internal and external stakeholders including teachers, support staff, parents, students, business leaders and the wider community.
- Is a creative and critical thinker, who is curious, questioning and open to new possibilities.
- Provide the highest level of service to all members of the School, including students, parents and staff
- Accountable for their work and their actions, and possesses a high concern for the quality of their own work, reflected in a high attention to accuracy and detail.
- Strong and effective organisational and time management skills.
- Ability to meet deadlines and coordinate multiple tasks.
- Ability to work effectively and efficiently under pressure.
- Possesses an ability and willingness to work collaboratively with other staff on a range of issues.
- Is a curious, excited and invigorated learner, who makes their own learning visible in a continuous and autonomous manner.
- An ability to actively support the School's ethos, vision and values.
- Demonstrates a high level of confidentiality, loyalty and discretion to deal with confidential information in a diplomatic manner.
- Present personally in a professional, confident, affable and diplomatic manner with a high level of grooming and deportment.
- Experience in using applications such as Facebook, YouTube, Instagram, Twitter and other social networking sites.

Desirable

- A broad knowledge of the overall functioning of a school would be desirable.
- Competent audio and visual setup and maintenance skills.

Education / Professional Qualifications

A Bachelor's degree or higher, in Information Technology/Systems or Computer Science.



Role Statement

The role statement for the Systems Administrator is available at www.stlukes.qld.edu.au.

Applying for the Position

Pre-employment checks form part of the appointment process and cover such matters as Student Protection, Workplace Health and Safety, School Procedures and Policies etc. Further information about these policies and procedures is available on the School's website.

Applicants should apply by submitting an application which clearly provides details on each of the following:

- Provide a covering letter outlining your reason/s for this position (a maximum of 500 words).
- The selection criteria (where required) must be addressed to be considered for the role. Please provide an account of your experiences and achievements for each selection criteria (a maximum of 3-4 pages)
- A copy of your resume including your educational qualifications relevant to the duties and selection criteria, relevant work and education history, as well as the name and contact details of three professional referees (a maximum of 3-4 pages)

Preferably, please submit your application via email to: employment@stlukes.qld.edu.au

Alternatively, you may post your application to:

The Principal
St Luke's Anglican School
4 Mezger Street
Bundaberg Qld 4670

Applications close at 10.00am on Wednesday 27 November 2019

Benefits and Culture

St Luke's Anglican School offers the opportunity to work with exceptional educators and staff, dedicated and passionate about enabling and empowering students to be the best they can be.

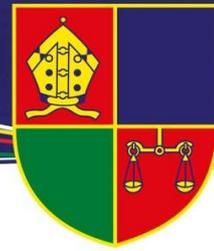
You will experience an innovative and creative teaching and learning culture, supported by your colleagues and the Executive Leadership Team and a commitment to your professional development.

Our staff enjoy a highly competitive remuneration package, discounts on school fees for children, park like grounds, modern facilities, free before and after school care during term time and a gymnasium.

Child Protection Statement of Commitment

Anglican schools support the rights of children and young people and are committed to ensuring the safety, welfare,

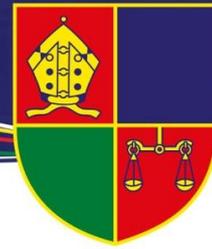
and wellbeing of students. Anglican schools are therefore committed to responding to allegations of student harm resulting from the conduct or actions of any person including that of employees. This commitment includes the provision of a safe and supportive living and learning environment for all students and requires all employees, volunteers, and visitors to model and encourage behaviour that upholds the dignity and protection of students from



harm.

Given our commitment to child protection, all teachers employed by St Luke's must be registered with the Queensland College of Teachers prior to appointment. This registration must be fully maintained. Queensland teachers are exempt from requiring a Working with Children Check (Blue Card), however as part of the recruitment process teachers will be subject to checks through the Anglican Schools Commission.

All non-teaching staff invariably interact with children on a regular basis. Many have direct supervisory and support duties which are identified in their position descriptions. All non-teaching staff (i.e. administrative, support, facilities and ancillary) must undergo a Working with Children Check and maintain a positive notice and Blue Card. Applications must be completed prior to commencement and a positive notification is a firm condition of continuing employment. As part of the recruitment process, these staff will also be subject to checks through the Anglican Schools Commission.



Systems Administrator

Position Summary

The Systems Administrator is responsible for providing superior service to staff, students and parents in the provision of Information Technology services and support within the ICT Department.

Day to day maintenance and upgrades pertaining to servers and network equipment on campus will also fall under the responsibilities of the System Administrator. Daily duties may also consist of scripting to automate processes, assisting the Information Technology Assistant with general classroom and fleet computer maintenance and liaising with staff on digitising processes for efficient information handling.

Throughout the year under the guidance of the Director of ICT the Systems Administrator will undertake small projects to deliver technology services to staff, students and parents usually in the form of software but could also be device deployments.

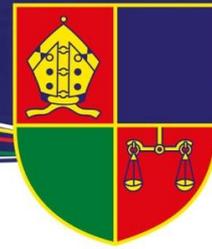
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Key Responsibilities

Technical Skills and Daily Operations

- Prioritise helpdesk tickets with a classroom focus
- Provide Level 1 and Level 2 technical support
- Manage the School's corporate network including wireless and Internet connections
- Configure and update the School's Linux and Windows servers hosted on VMware and IaaS providers
- Be the Level 2 point of escalation for users or other ICT staff
- Code and script solutions to problems that staff or students require resolutions to
- Monitor network performance and suggest capacity improvements to the Director of ICT
- Proactively address any equipment issues reported by systems health monitors
- Procure goods under the direction of the Director of ICT
- Keep any ongoing projects moving forward
- Assist in the preparation of complex SQL reports for internal and external reporting parties
- Provide hardware and software end-user support and training within the School
- Undertake installation and routine maintenance and removal (hardware and software), including diagnostic and troubleshooting of all workstations, terminals, appliances and the like and of all network backbone resources, network cabling and other facilities
- Assist with system backups
- Provide technical support to students
- Maintaining the School intranet website
- Attending professional development programs relevant to the position

ROLE STATEMENT



St Luke's
anglican school

FAITH • PERFORMANCE • HONOUR

General

- Foster a committed, efficient and goal driven work environment within the ICT Team which welcomes support requests from the different user groups around the school in the effort to provide solutions to harbour a high level of customer satisfaction.
- Attend school meetings or training sessions on an as-required, but irregular basis.
- Other key responsibilities as determined by the Director of ICT, Business Manager or Principal.

Workplace Health and Safety

- Take full responsibility for compliance with the school's Workplace Health and Safety policy, safe work procedures, instructions and rules, particularly in the correct use of equipment.
- Identify any unsafe behaviour, or unsafe or unhealthy conditions, and report these to the Principal.
- Adopt risk management strategies to minimise risk of injury to people and property in the workplace.
- Be responsible for own health and safety and for the health and safety of others in the workplace who may be affected by your acts or omissions at work.
- Co-operate with the Principal or other person so far as is necessary to enable compliance with any requirements under the Work Health and Safety Act 2011 and the regulations that are imposed in the interests of health, safety and welfare on the Diocese or any other person.

General Terms of Appointment

- Be supportive of the Anglican ethos of the school.
- Support the Strategic Plan and the School Improvement Plan.
- Take full responsibility for compliance with the Staff Code of Conduct.
- Take full responsibility for compliance with all school policies and procedures.
- Hold current Blue Card for child related employment.
- Attend meetings as required by the Principal or appointed delegate.
- Comply with all requirements of Student Protection in Anglican Schools Policy and Procedures.

Immediate Supervisor

Director of ICT

Key Relationships

Internal and external liaison with staff, students, parents and various other stakeholders including regulatory bodies.

Given the dynamic environment in which the school operates, the Principal may alter the roles and responsibilities of this position as his discretion in order to most effectively serve the needs of the School.

Approved By
Principal

Date of Approval
May 2018