



Position Description

Position:	Systems Administrator
Immediate Supervisors:	Director of Information Services, Facilities & Infrastructure
Subordinates:	None
Award/Agreement:	Independent Schools NSW (Support and Operational Staff) Multi-Enterprise Agreement 2021
Classification:	Level 4 - Administrator

Our Vision

Lindisfarne Anglican Grammar School is a high quality, Independent, Anglican co-educational Grammar School that serves the southern Gold Coast, Tweed Coast and northern New South Wales. We seek to provide the distinctive identity, relationships, learning and leadership that support our staff and families to work together to meet our high expectations for the achievement and holistic development of our students in our local, national and international communities.

Our Values

Within our Anglican tradition, we value:

- **Compassion:** Building genuine relationships through generosity of spirit and care for others.
- **Wisdom:** Gaining the knowledge, understanding, skills and character that comes from learning.
- **Respect:** Appreciating all within our environment and leaving an honourable legacy for those who follow.

Our Culture

We cultivate learning through relationships, expert teaching, educational research and innovation that focus on:

- **Leadership:** Creating the competencies that equip us with hope, clarity and direction.
- **Standards:** Establishing high expectations that empower student involvement, development, achievement, service and voice.
- **Collaboration:** Working together within aligned structures, processes, practices and systems that enable our desired ethos and strategy.

Our Strategic Domains

- **Achievement**

Our Aspiration: A great school privileges the disciplined pursuit of achievement; encourages challenging individual and collective goals; asserts confidence in the capability of all to be successful and seeks out the best processes by which this might be attained; and measures its effectiveness in attaining the best possible outcomes.

- **Relationships**

Our Aspiration: A great school builds robust and resilient learning relationships within supportive environments that inspire learners to grow in knowledge, skills and character so that they are equipped, empowered and enabled to assume responsibility for making a positive contribution to the world.

- **Communication**

Our Aspiration: A great school listens to its community carefully and consistently, connecting and communicating with it by creating a credible narrative of the school that honours the legacy of its past, frames the complexity of its present and projects a compelling rationale for a preferred future that serves 21st century learning needs.

- **Initiatives**

Our Aspiration: A great school invests significant hope, resources and commitment into research and development by planning, conducting and evaluating intentional projects and initiatives that are aligned to the school's mission, realise the school's vision and demonstrate the school's values in action.

- **Reputation**

Our Aspiration: A great school earns a strong reputation as a great school that exceeds expectations with relation to the quality of its outcomes; the efficiency and efficacy of its processes; its engagement with its community; the consistency of application of its ethos; and the execution of its strategy across the domains of achievement, relationships communications and initiatives.

The Role

The Information Services department is entering a process of infrastructure, hardware and software revitalisation to align the School to its strategic direction and provide growth opportunities through a future-proof ICT platform. Once this platform is in place, the focus will turn to leveraging, optimising and improving the use of technology across the school and the community.

The Systems Administrator will support the Director of Information Services, Facilities & Infrastructure in realising the ICT Strategic direction of the school, ensuring the ongoing smooth, seamless and transparent operation of the School's ICT systems with a strong focus on continuous improvement.

The incumbent will perform tasks in-line with the good governance practice of a large ICT infrastructure in an educational environment and ensure that the School has an excellent internal and external reputation.

The Systems Administrator must be able to make recommendations regarding future network configuration and growth to meet current as well as future needs, working in a collaborative and consultative manner with other members of the Information Services team, staff and students.

This role requires a well-experienced, flexible and energetic Systems Administrator who is relentless in their efforts to positively impact a key enabler for the School's overall performance.

The hours of work are typically between 8.00am to 4.06pm, Monday to Friday. The role will require flexibility, as directed, to work beyond these hours to ensure the stability and security of the School's ICT environment and reduce the impact of work on the end-users.

Key Responsibilities

Key working relationships include, but are not limited, to the following:

- Director of Information Services, Facilities & Infrastructure
- Principal
- Business Manager
- Other Information Services staff
- Teaching and non-teaching staff
- Interaction with groups – internal and external
- Students
- Extended community

Systems Development

- Develop and maintain the School's network, AV, telephony and software infrastructure.
- Install and maintain all school-based network operating systems on both physical and virtual servers.
- Provide preventative maintenance, backup and emergency procedures to ensure network performance.
- Develop and maintain, in collaboration with the Director of Information Services, a systems recovery and disaster management plan.
- Install, configure and monitor the School's servers, devices and software.
- Plan and implement maintenance and upgrade scheduled for systems, software and devices when required.

Systems Improvement

- Assist the Director of Information Services with the planning of future School network additions, alterations and developing platforms and processes.
- Research new products and systems for consideration.
- Coordinate and facilitate consultation with stakeholders to optimise the School's information systems and technology.
- Assist Administration and Senior Academic staff with the smooth running of the School Management System.
- Other duties as required by your supervisor.

Behavioural

- Prioritises work to meet the strategic outcomes of the Information Services team.
- Prepared to work outside of school hours to reduce the impact on end-users.
- Strives for excellence and completes work to a high standard in all situations.
- Proactive problem solver and keeps the 'big picture' in mind.
- Prepared to self-learn by researching and embracing new technologies.

Key Considerations

A member of the Lindisfarne Anglican Grammar Team is:

- Emotionally intelligent
- A strategic and visionary thinker
- A successful communicator
- A goal oriented achiever
- A sensible risk taker
- A capable decision maker
- A resourceful facilitator
- A visible role model
- A life-long learner
- An astute and agile leader

Workplace Health and Safety

All staff are responsible for their own health and safety and for the health and safety of any other person around them. They have a responsibility to comply with all statutory health and safety rules applying to their position and must, therefore:

- Read and understand all School Health and Safety regulations applying to their position.
- Comply with standard working practices to ensure all work is performed in a safe manner within the extent of their control over the work situation.
- If within their authority to do so, take personal action to eliminate, avoid or minimise hazards of which they are aware.
- Comply with all occupational health and safety instructions.
- Make proper use of relevant safety devices and personal protective equipment.
- Seek information and advice where necessary before carrying out new or unfamiliar work.
- Maintain dress standards appropriate for the work being done & wear uniforms if supplied.
- Be familiar with emergency and evacuation procedures and the location, and use, of emergency equipment.
- Bring to the attention of their immediate Supervisor any sub-standard situation or procedure they observe.

Performance Indicator

Areas of responsibility must be met as an indication of performance and failure to meet these may lead to a performance review.

Note: This Position Description must be read in conjunction with the full Strategic Intent document of the School.

The duties and responsibilities of the Systems Administrator may vary from time to time at the discretion of the Principal.

I have read and fully understand the contents of the Position Description.

Signed _____

Date _____