



## POSITION DETAILS

REPORT TO:	Manager Corporate Services
FTE:	As negotiated
CLASSIFICATION LEVEL:	Grade 3

## JOB SPECIFICATION

Adelaide Christian Schools (ACS) is a community of schools, both nationally and internationally. These schools provide an education of academic excellence consistent with the teachings of the Bible, to children of many Christian denominations. They teach and train students in all aspects of life in such a way that God is seen as the centre of everything. They are an extension of the home and help parents fulfil the God-given mandate to bring up their children in His ways.

The primary corporate service functions of ACS are based at the Kings Park office for Sunrise schools, international schools, and ELCs.

The ICT Support Officer position is based at the Edwardstown office and is accountable to the ICT Manager.

## POSITION OVERVIEW

<b>Position Summary</b>	The ICT Support Officer is responsible for maintaining ICT functions across all Sunrise schools and Sunrise Early Learning Centres. The incumbent will help ensure the ICT services operate effectively in accordance with school policies and work closely with staff and students to support educational outcomes.
<b>Reporting/ Working Relationships</b>	This position will report to the ICT Manager and work closely with key stakeholders.
<b>Special Conditions</b>	<ul style="list-style-type: none"><li>• Some out of hours work may be required</li><li>• Drivers licence and own registered vehicle required</li></ul>



## KEY RESPONSIBILITIES

KEY RESPONSIBILITIES	RELATED TASKS
Tasks	<ul style="list-style-type: none"><li>• Monitor and respond to system failures</li><li>• Ensure the continued delivery of ICT services in conjunction with key stakeholders</li><li>• Provision and maintain end user services e.g. accounts, access</li><li>• Provide ICT support to staff and students as required</li><li>• Provision and manage end user devices</li><li>• Assist with staff professional development</li><li>• Monitor and respond to security breaches</li><li>• Monitor and respond to breaches of school policy or law</li><li>• Travel between schools autonomously (including country schools) as needed</li></ul> <p>The position will be reviewed as the roles change and will be appraised on a regular basis.</p>

## PERSON SPECIFICATION

### ESSENTIAL MINIMUM REQUIREMENTS

<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"><li>• A recent National Police Clearance Check, or willingness to obtain one.</li><li>• A current satisfactory WWCC (Working with children check) will be required at commencement of employment.</li><li>• Proof of completion of Responding to Risks of Harm, Abuse &amp; Neglect will need to be presented at commencement of employment.</li></ul>
<b>SKILLS &amp; ABILITIES</b>	<ul style="list-style-type: none"><li>• High level of organisational skills while working in a complex changing environment</li><li>• Skills in establishing effective working relationships based on mutual respect</li><li>• Sound problem solving skills</li><li>• Sound communication skills</li></ul>



	<ul style="list-style-type: none"><li>• Ability to convey technical concepts to non-technical people</li><li>• Maintain a professional attitude at all times</li></ul>
<b>PERSONAL ATTRIBUTES</b>	<ul style="list-style-type: none"><li>• Passionate about ICT and a strong desire for learning.</li><li>• An ongoing commitment to the Lord Jesus Christ as Lord and Saviour, consistent with the Biblical standards of Adelaide Christian Centre.</li><li>• A mature faith and active involvement in a local church.</li><li>• A proven lifestyle founded on Biblical Christian principles.</li><li>• A life that demonstrates the indwelling of the Holy Spirit.</li><li>• A willingness to affirm the foundation statements and principles promulgated by the School and ACS.</li><li>• A Christian with a strong commitment to Christian Education and a determination to serve God in a Christian school community.</li></ul>
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"><li>• Good knowledge in the relevant areas to deliver the key responsibilities</li></ul>

## DESIRABLE CHARACTERISTICS

<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"><li>• Post-Secondary qualification in an area of ICT operations and systems management relevant to the position</li></ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"><li>• Experience in an educational environment</li><li>• Experience in a similar ICT support role</li></ul>
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"><li>• Experience with Windows Server environment i.e. Active Directory</li><li>• Experience with Apple devices i.e. macOS, iOS, tvOS</li><li>• Experience with current software platforms</li></ul>

The requirements of this job & person specification are intended to describe the general nature and responsibility of work in this job. These statements are not to be construed as an exhaustive list of all duties, tasks and skills required of the job. This job & person specification



should be read in conjunction with the employee's current Employment Agreement and the Enterprise Agreement. Employees will also be required to follow any other job-related instructions and school policies, and to perform other job-related duties requested by their Manager. The Manager Corporate Services may, through consultation with the employee, vary the responsibilities of the position temporarily as required, but within the skills and responsibility levels appropriate to the position.

Authorised by: \_\_\_\_\_  
Manager Corporate Services, Sunrise Christian School

Date \_\_\_\_\_

Accepted by: \_\_\_\_\_  
Applicant

Date \_\_\_\_\_