



St Mary MacKillop College  
Swan Hill

## **ROLE DESCRIPTION**

### **POSITION TITLE:**

**Network Administrator**

### **REPORT TO:**

**Principal, Business Manager, Teaching & Learning: Learning Resource Leader**

### **TIME ALLOCATION:**

**Full time (1.00FTE),  
Monday to Thursday 8:15am – 4:45pm and Friday  
8:15am – 4:00pm**

### **CLASSIFICATION:**

**Category A, Level 3 or 4, dependent on  
experience and qualifications**

The Network Administrator works in consultation with the Business Manager and the IT Technician in the day to day running of the program and in the general prioritising of tasks at any time. The Learning Resource Leader is directly responsible for the supervisory administration of the position. If a situation should arise where there is doubt as to the duty of the Network Administrator or the priority of a task, then the Business Manager is responsible for clarifying such a situation.

The Network Administrator is responsible for the administration of ICT managed services within the College. With a strong focus on security, the Network Administrator's primary duties include identity management, mobile device management, software deployment and service administration.

### **Expected behaviours and attitudes**

- Actively works to promote the charism of St Mary of the Cross MacKillop and the Sisters of St Joseph and the Catholic Identity of the college.
- Actively supports a culture of child safety.
- Maintains open communication and works collaboratively with others within the Learning Resource Centre to foster teamwork and morale.
- Seek opportunities for professional development.
- Be flexible in the workplace, be open to new ideas and concepts, to working independently or as part of a team, and to carrying out multiple tasks or projects.

**Specific duties of the Network Administrator include:**

- Maintain the school's information and communication systems to minimize down time.
- Maintain school IT infrastructure, client devices, associated computer hardware and software, audio visual equipment and photocopiers to ensure the reliability of information technology services.
- Maintain backups and Disaster Recovery program.
- Maintain and upgrade the security patches on all servers and associated software to ensure data integrity.
- Maintain and monitor the school's Anti-Virus software
- Maintain an asset register of IT equipment and software licenses owned by the school.
- Manage the IT Helpdesk including the prioritization of help desk tasks
- Provide support to staff with respect to information technology and networking. Assist with the management of the College's communication systems including the College Website, Apps, phones/mobiles and intranet.
- Provide and plan supervision and training for other IT staff employed by the school.
- Provide support to the IT Technician and Learning Resource Staff as required.
- Obtain quotations on hardware and software from suppliers.
- Install and maintain system software as required by staff, through consultation with the Teaching & Learning Leader: Curricula Programs and or Business Manager.
- Provide planning advice and recommendations to the College Executive on the operations and future directions of the IT within the school and recommend policy and planning advice and investigate, interpret or evaluate information for the guidance of staff or management in the IT area.
- Develop and implement a maintenance program for the ongoing replacement and upgrade of College infrastructure and associated hardware.

**Knowledge and Experience**

- Experience in Apple macOS deployment and management
- Experience with Windows Desktop 7 and 10 deployment and management
- Working knowledge of Windows Server installation and management
- Working knowledge of print management server and client side services
- Experience with Xirrus wireless management
- Microsoft Certified Systems Engineer / Associate or equivalent qualification would be preferable
- Network qualifications would be preferable.
- Experience of working in a school environment would be an advantage but not a requirement

## **Authority**

Authority to commit funds is restricted to approved budget items and can only be authorised by the Principal / Business Manager

## **Statutory Requirements**

- Working with Children Card

## **Other Duties:**

To undertake other duties as designated by the Principal.

## **Child Safety**

Consistent with our mission as a Catholic school, the St Mary MacKillop College community is committed to a culture of child safety and a zero tolerance for child abuse. All staff are expected to uphold the primacy of safety and wellbeing of our students.

All staff must:

- comply with the St Mary MacKillop College Child Safe Code of Conduct and Child Safety policies and any other policies or procedures relating to child safety.
- assist in the provision of a child-safe environment for students.
- demonstrate duty of care to students in relation to their physical and mental wellbeing.

## **Health and Safety:**

All staff are expected to:

1. Adhere to, and implement, safe work practices and procedures in accordance with the St Mary MacKillop College policies.
2. Work safely and report any hazards in accordance with school procedures.
3. Monitor and take full care of the health and safety of others.
4. Participate when required in the resolution of safety issues.