IT SYSTEMS (LEVEL 5) ADMINISTRATOR

Employment package
March 2024

dubbocs.edu.au

WELCOME

Dubbo Christian School is a non-denominational, co-educational Christian day school established in 1983. It was set up by a group of parents from various churches who desired Christian education for their children. It started with 44 students and has steadily grown to its current size of about 590 students from Kindergarten to Year 12. Dubbo Christian School is a Child Safe School.

Dubbo Christian School's mission is to provide authentic, responsive and high-quality education that is Bible based and Christ-centred to prepare, equip and transform lives. Our school motto is "Learning in Truth" which emphasises that all learning is subject to the Lordship of Christ.

All that we do must be done in the context of the truth contained in God's Word and teachers are encouraged and challenged to contend with this notion and work towards truly faithful, Biblical programs and lessons. This is implemented by the "Transformation by Design" and "DCS Teaching and Learning" Framework.

The successful applicant will be required to work with the teaching and learning team to implement these frameworks in the secondary school.

Dubbo Christian School is a Christian Education National (CEN) school. This means it is committed to a parent-controlled governance model and the values of strong partnerships in the delivery of a transforming and Biblically authentic approach to education.

The heart of Dubbo Christian School is found in partnership that is built on strong relationships between all the stakeholders in our community – the staff, the students, our parents, churches and the wider community. We aim to be an authentic learning community engaged in developing and nurturing students so that they are able to identify and develop their God given potential in all facets of their life.

Dubbo Christian School is seeking an IT Systems (Level 5) Administrator to support the maintenance and efficient operation of the school's ICT server infrastructure and related services.

"Students are nurtured and challenged throughout their schooling to prepare them to confidently take their place in the world".

Berakah
CHRISTIAN EDUCATION

Dubbo Christian School is governed by an overarching company, Berakah Christian Education Ltd. (BCE). BCE operates Dubbo Christian School, Wellington Christian School (WCS) and Dubbo Christian Preschool (DCP). The BCE vision is "In partnership, to equip students with a distinctive and responsive education, to be transformational with a heart for Christ".

The Board embraces its responsibility of governing the BCE Schools, and in particular, ensuring that the strategic direction and operations of each School align with the BCE vision and the respective School missions. A key Board priority is confirming that School operations are grounded in the principles outlined in the BCE Statement of Faith and Educational Charter and that the organisation as a whole protects and maintains its Christian distinctiveness.

OUR VISION

In partnership, to equip students with a distinctive and responsive education, to be transformational with a heart for Christ.

OUR MISSION

To provide authentic, responsive and high-quality education that is Bible-based and Christ-centred to prepare, equip and transform lives.
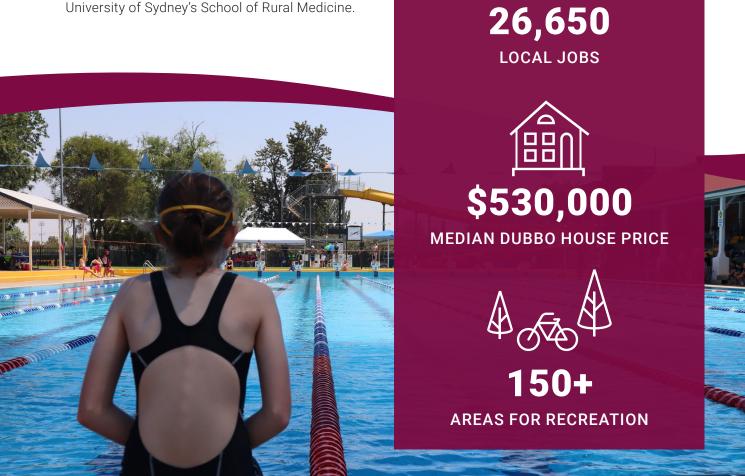
ABOUT DUBBO

Dubbo is a flourishing regional city set in the heart of the Central West of New South Wales. Serving as a hub for major road and rail transport across New South Wales, Dubbo's population currently sits at over 55,000, and services a catchment of approximately 120,000 people in surrounding areas. The city's combination of beautiful rural landscapes, open spaces and urban amenities attracts both individuals and families to this region.

Dubbo's Real Estate market is both varied and affordable, making it an ideal location for people wanting to leave the expense and commute times of larger cities. With good sporting, entertainment and recreational centres, Dubbo offers much toward a busy and active lifestyle for the whole family.

Dubbo provides excellent opportunities in education with over 20 private and public schools, and the Dubbo TAFE campus. It is also home to one of the four main campuses of Charles Sturt University. The Dubbo Base Hospital is also a teaching hospital and is affiliated with the University of Sydney's School of Rural Medicine.

Situated on the Macquarie River, Dubbo's region is home to many unique attractions, such as the Taronga Western Plains Zoo, Dundullimal Homestead, the Wellington Caves, and many more. Dubbo's Regional Airport connects with Sydney, Newcastle, Brisbane, Melbourne, and other regional airports, giving residents direct access to both city and country destinations.

The climate in Dubbo is classed as a warm temperate climate zone. Summers are warm to hot, and winters are cool to cold. The town's location allows a large temperature variation during the year, with high summer temperatures, sometimes peaking above 40 °C, and colder subzero temperatures in winter.

26,650
LOCAL JOBS

$530,000
MEDIAN DUBBO HOUSE PRICE

150+
AREAS FOR RECREATION

DUBBO CHRISTIAN SCHOOL PRIMARY

Dubbo Christian School Primary currently has approximately 285 students in Years K–6. Our Primary is growing in number and diversity but is a close community built around key messages of "Kind Words, Kind Actions" and "We're all in this together". Our students love to learn and they love to serve. We have made significant improvements in literacy and numeracy in recent years through clear Explicit Direct Instruction pedagogy and targeted programs.

It is anticipated that K-6 enrolments will continue to grow as a result of the growth of Dubbo as a city as well as the provision of expanded facilities. Teachers in the Primary school are guided in their practice by "Teaching and Learning at DCS", a resource developed by the school which outlines our vision for teachers to deliver Christ-centred, Bible-based curriculum, create God-centred classrooms and contribute to building Christian community.

The current Primary leadership structure includes a Head of Primary, Assistant Head of Primary and Stage Leads. Educational outcomes in Primary are supported by the Learning Support Coordinator - Primary, the BCE Director of Teaching and Learning Enhancement and the DCS Teacher Mentor.
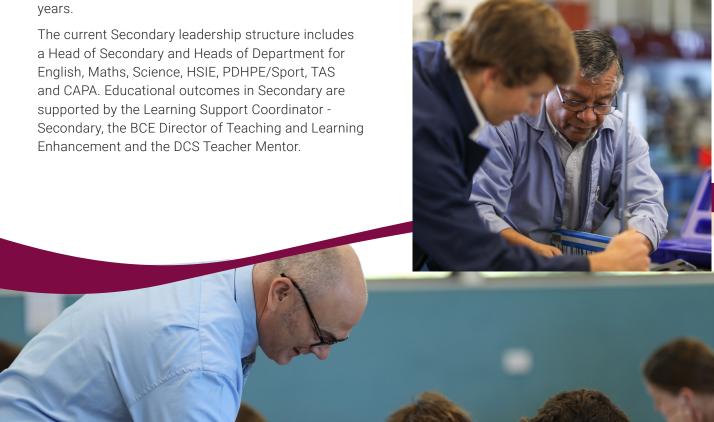
DUBBO CHRISTIAN SCHOOL SECONDARY

Dubbo Christian School Secondary currently has approximately 320 students in Years 7–12. They are a lovely group of young people who tell us anecdotally and through annual surveys that they enjoy being at school, they feel safe, and that they belong and know and appreciate that their teachers have high expectations of them.

Dubbo is a growing city and this combined with a number of local Christian schools feeding into Year 7, means that our high school has experienced significant growth in the last few years. We anticipate this will continue.

To accomodate this growth we have embarked on a significant building program that has included a new Science block and TAS building. Our Building Masterplan will see the construction of new facilities/refurbishment of existing facilities for the senior school in the next few years.

The current Secondary leadership structure includes a Head of Secondary and Heads of Department for English, Maths, Science, HSIE, PDHPE/Sport, TAS and CAPA. Educational outcomes in Secondary are supported by the Learning Support Coordinator - Secondary, the BCE Director of Teaching and Learning Enhancement and the DCS Teacher Mentor.

SUCCESSFUL APPLICANT REQUIREMENTS

- have experience managing key server platforms, including Windows Server, backup management, virtualisation, and server services

- be an active and passionate Christian, able to accept and live out the BCE Statement of Faith

- have the ability to diagnose, troubleshoot, and remediate breakdowns so that systems operate efficiently with minimal down time

- support the implemtation of the DCS Teaching & Learning Plan in all educational environments, in particular the use of technology to support student learning

- possess high level communication, analytical, systems planning, administration and problem–solving skills

- have exceptional interpersonal skills with an ability to communicate effectively and sensitively across a broad range of audiences throughout the school community

POSITION DESCRIPTION

POSITION TITLE	IT Systems (Level 5) Administrator
DEPARTMENT	Support Staff
REPORTS TO	ICT Manager

PRIMARY PURPOSE

The role of the Systems Administrator is to support the maintenance and efficient operation of the School's ICT server infrastructure and related services so that staff and students can effectively carry out their required tasks.

ESSENTIAL CRITERIA

- An understanding of the principles of quality customer service, courtesy and professionalism.

- The ability to interact positively with a wide range of people and communicate with clarity.

- At least 2 years' experience managing key infrastructure platforms including Windows Server, Local Area Network infrastructure, backup management and Server virtualisation.

- Ability to plan, organise and prioritise workload and tasks to meet deadlines.

- Ability to work in a team environment in a Christian school context.

DESIRABLE CRITERIA

- Respective IT qualifications and/or experience in a similar role
- Experience in working in a diverse educational environment
- Experience with the following ICT systems:
  - Microsoft M365 services: Exchange, SharePoint, Teams, etc.
  - Virtualisation (Hyper-V)
  - Classroom Audio-visual systems
  - Backup Systems
  - Networking Infrastructure (Switches and Firewalls)
  - Storage Area Networks
  - Bulk workstation deployment (Microsoft SCCM or MDT)

PERSONAL ATTRIBUTES

- A committed Christian who is an active member of a local church.
- A commitment to the school's Vision, Mission and Christian perspective.
- Willingness to contribute to the broader life of the school.
- Demonstrates a Christian approach when dealing with others.
- Well-developed written, oral and organisational skills.
- An ability to work effectively as a team member.
- A commitment to the school's Child Safe Standards.
- Demonstrated resilience and use of initiative.
- Ability to remain calm and courteous in stressful situations.
- The ability to be discreet and maintain confidentiality.

KEY RESPONSIBILITIES

In all matters concerning your appointment you will be responsible to the Principal or someone deputised to act by the Principal. For practical purposes these functions are delegated to the ICT Manager on a day to day basis.

ICT Systems Administrator

- Technical Support - Provide day-to-day technical support for the school's ICT systems, ensure infrastructure remains functional and accessible to staff and students.
- System Maintenance and Security - Assist in maintaining reliable and secure systems.
- Enhance learning and administration through effective system management.
- Troubleshooting and Efficiency - Diagnose and troubleshoot breakdowns promptly and minimize system downtime for efficient operation.
- Backup Management - Manage backup solutions and ensure backups can be relied upon when needed.
- Systems Design and Implementation - Collaborate with the ICT Manager on system design and implementation.

General ICT Responsibilities

- Technical Support - Provide technical support to staff, students, and other users and troubleshoot hardware and software issues, offer training, and assist with IT system usage.
- Collaboration - Collaborate with other ICT team members to develop common approaches for incident and problem resolution.
- Proactive Planning - Proactively plan and document work on assigned tasks using an agreed format.
- Documentation - Create and maintain up-to-date documentation of ICT systems, this aids in troubleshooting, recovery, and ensures consistent, effective, and efficient system operation.
- Change Management - Follow documented change management procedures to ensure smooth transitions and updates.
- Vendor Relations - Liaise with vendors to procure hardware and software and negotiate contracts and manage vendor relationships.

Other

- Carry out other duties as directed by the ICT Manager and Business Manager from time to time.

HOURS OF DUTY

This is a permanent full-time position. Specific weekly hours and entitlements are in keeping with similar positions in other institutions and will be documented in the Letter of Offer. The role will entail out of hours work from time to time.

APPLICATION PROCESS

Applications for the position of IT Systems Administrator at Dubbo Christian School should be made through the submission of an Application Form (Support Staff) (found on the DCS website under Employment).

Applications should be emailed to: hr@dubbocs.edu.au

SELECTION TIMELINE

Applications close on **Monday 22 April 2024.**

A shortlist will be prepared and shortlisted candidates will be notified before **24 April 2024**.

It is expected that interviews will take place sometime in Early May.

It is intended that the successful applicant commence employment on 22 July, or earlier by negotiation.

For more information

If you are interested in finding out more about Dubbo Christian School, or would like to take the opportunity for a school tour, please do not hesitate to contact us or drop in to visit.

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