*St Scholastica's College is a Good Samaritan all girls Catholic College in the Benedictine tradition. It recognises and respects the dignity, individuality and culture of each person. We provide a learning environment which nurtures independent thinkers who are life-long learners.*

ROLE DESCRIPTION - IT Manager

*The following role description and the mutual responsibilities of the College and its employees are to be understood in the context of the College's values of wisdom and learning, hospitality, harmony and balance, stewardship and compassion.*

## Primary Responsibility

Developing and managing information and other technologies to effectively and reliably support the educational and administrative needs of the College.

## Duties

Duties as directed by the Principal or delegate to whom the role reports include but are not limited to:

- Maintaining Vendor relationship and ensuring SLA's are met for Managed IT infrastructure.
- Making recommendations to the Executive regarding IT issues, practices and opportunities;
- Ensuring cost effective IT acquisitions through effective budget management, well researched forecasting and comprehensive IT budget proposals;
- Developing and reviewing IT policies, procedures and processes;
- Maintaining the College's IT infrastructure including wireless networking;
- Managing the work of all IT contractors and outsourced services;
- Undertaking projects as determined by the Technology plans and budget;
- Supporting teaching & learning through the facilitation of ICT integration into the curriculum by working with the E-Learning Coordinator, investigating and advising on new ICT opportunities, attending Subject Coordinator meetings as required and monitoring and reviewing technical aspects of IT initiatives;
- Supporting staff IT professional development including by providing informal training as appropriate;
- Managing the IT team and overseeing their functions: IT help desk, software upgrades, licensing, back-up/recovery, virus protection, server maintenance procedures, network security and providing user support for applications including iWise school administration package,
- Keeping abreast of ICT developments by networking and attending seminars and conferences and managing the professional development of IT team members.

# Information Technology Manager

St Scholastica's College Glebe is a Catholic independent secondary school with an enrolment of approximately 1000 girls. The College operates a robust ICT infrastructure which supports a BYOD program in years 7-12. An I.T. professional with strong management and communications skills is sought to take on this Management role at the College.

The successful applicant will have the technical skills necessary to lead and develop a small team in an environment supporting a breadth of applications in education as well as the normal range of contemporary business technologies.

ICT in the classroom is the responsibility of the classroom teacher in collaboration with the E-Learning Coordinator and the Head of Department. The Information Technology Manager will need to work closely with all staff in the development and maintenance of innovative ICT solutions for its successful use in and out of the classroom.

**Major Tasks Include:**
- Contributing to the ongoing development of ICT plans including technology rich education and administrative processes.
- Assisting in the ongoing assessment of technology opportunities to continually improve the student BYOD program.
- Overseeing technical support including help desk, software upgrades, licensing, back-up/recovery, server maintenance procedures and network security.
- Maintaining all communications systems and equipment.
- Managing and supporting user needs in various applications including Iwise school administration package, Office365, Windows 7, 10 and OSX
- Maintaining high capacity wireless networking.
- Implementing new ICT projects as they are identified and approved.
- Participate in the ICT requirements for the College Masterplan.

**Required skills and attributes:**
- Knowledge and administrative experience in a Microsoft environment with the following technologies: Windows Server 2008/2012, Office 365, SQL, Windows 7,10 and ( OSX would be helpful)
- Vendor Management
- Project Management including change control
- Minimum 7 years broad technical experience with relevant industry certifications
- Minimum 3 years management experience
- Excellent communication skills
- Experience in an educational environment highly regarded

**Essential Requirements:**
- Commitment to the Catholic ethos of the College
- Awareness of laws and policies relating to Child Protection and Workplace Health and Safety, and commitment to their implementation within the workplace.

St Scholastica's College Glebe is an equal opportunity employer.

Applications, including details of qualifications, experience and two relevant referees should be forwarded by email to Frank Brooks, frank@brooksonline.com by 5pm Friday 17 February 2017.