

IT Systems Administrator



**LORETO
COLLEGE**

Marryatville, South Australia

www.loreto.sa.edu.au

Role:	IT Systems Administrator
Terms:	Permanent full-time – 37.5 hours per week 52 weeks per year
Commencement Date:	As soon as possible
Classification:	Education Support Officer Administration Stream Grade 5 Year 1
Responsible to:	Director of Information Technology

About Loreto

The Mission Statement for Loreto Schools of Australia states:

A vigorous belief in the capacity and responsibility of women to contribute significantly to society and to the church underlies the emphasis in our tradition on the education of girls.

It builds on Mary Ward's conviction that 'women in time to come will do much' and is inspired by her independence of spirit, her strength of mind, her tenacity and her courage in breaking new ground. Yet, for all her passion to redress an imbalance, her fundamental belief was that men and women alike found their deepest truth and ultimate value in God. There is still an urgent need today to recreate the vision of what it is to be fully human, for men as well as women. It is therefore our task to educate beyond the stereotypes. It is our hope that those involved in our schools will act freely, courageously and in a spirit of collaboration to affirm the dignity of each individual and to further the cause of human rights.

This is our vision: that Loreto schools offer a Catholic education which liberates, empowers and motivates students to use their individual gifts with confidence, creativity and generosity in loving and responsible service.

All Loreto schools in Australia share the same set of values: freedom, justice, sincerity, verity and felicity. These values are at the heart of our educational philosophy and shape our identity as a school.

Position Overview

The Systems Administrator is to work under the direction of the Director of Information Technology. The Systems Administrator will ensure the delivery of high-quality IT services to all areas of Loreto College.

Systems Administration

- Manage and maintain virtualized environments (VMware), ensuring high availability and performance.
- Oversee Windows Server infrastructure, including Active Directory, Group Policy, and file systems.
- Monitor and maintain network infrastructure (Aruba switches, UniFi APs, and Palo Alto Firewalls).
- Administer and optimize the Schoolbox LMS and Synergetic SIS, ensuring smooth operation and integration with other platforms.
- Perform routine system patching, updates, and security hardening to safeguard school data.
- Maintain backup and disaster recovery solutions, ensuring data integrity and business continuity.
- Manage firewall policies, VPN configurations, and endpoint security to protect school data and users.
- Provide technical support for IT-related issues affecting staff, students, and administration.
- Document system configurations, troubleshooting procedures, and best practices for internal IT knowledge sharing.
- Engage in reflective reviews with your Line Manager.
- Any other duties as directed by the Director of Information Technology or the Principal.

Mission and Ethos

- Know, accept, embody, and develop the Loreto mission and values.
- Have a commitment to, and a clear understanding of, the ethos of a Catholic School and the Loreto charism of Mary Ward.
- Fully support the Catholic ethos by taking part in staff and student prayer, retreats, social justice activities and voluntary service.
- Role model Christian values in all dealings with students, staff and parents.
- Maintain confidentiality at all times and demonstrate high professional standards within the College and community.
- Provide consistent public support both within and outside the College for school wide policy initiatives and strategic plans.
- Support and uphold the College's policies and procedures and the Safeguarding Children and Young People Code of Conduct.
- Undertake tasks including creating, collecting, maintaining, using, disclosing, duplicating and disposing of information including managing and using communication devices (email, internet, telephone, network) in accordance with the College's policies, including Privacy Policy and Responsible Use of Technology Policy.

Person Specification – Essential Criteria

Essential Skills & Experience

- 3+ years' experience in system administration or IT infrastructure support.
- Proficiency in Windows Server administration, Active Directory, and Group Policy management.
- Experience with VMware vSphere, Hyper-V or virtualized environments.
- Strong knowledge of networking fundamentals (switching, routing, VLANs, firewalls).
- Strong problem-solving skills with the ability to troubleshoot complex IT issues.
- Excellent written and verbal communication skills.

\ Desirable Skills & Experience

- Familiarity with ITIL frameworks and experience in IT service management (ITSM).
- Familiarity with Incident, Problem, and Change Management processes.
- Experience with Aruba Networking & Palo Alto Firewalls.
- Exposure to Schoology LMS and/or Synergetic.
- Familiarity with cloud services (Azure, AWS, Google Workspace).
- Experience with ITSM or ticketing systems (Freshservice, Jira, etc.).

Personal Qualities

- Superior interpersonal skills, including the ability to listen and communicate effectively and empathetically to achieve successful outcomes
- Excellent communication skills, both written and verbal, that can be used effectively with customers, staff, students and parents
- Demonstrated ability to deal with sensitive information in a professional and confidential manner
- Ability to work independently, be self-motivated and proactive and also be an active and supportive contributor in a team environment
- Demonstrated excellent administrative and organisational skills which are reflected in daily management
- Strong customer service focus

Essential Qualifications

- Formal tertiary qualifications in information technology or a related discipline an advantage
- Approved First Aid training
- Responding to Risks of Harm, Abuse and Neglect – Education and Care Training Certificate

Work Health and Safety

Teachers (including PORs), Non-teaching positions – WORKERS

This role is deemed to be a *Worker* under the South Australian Work Health and Safety (WHS) Act 2012.

As a *Worker*, while at work you must –

- take reasonable care for yourself and others in the workplace
- take reasonable care that your actions or omissions do not adversely affect the health and safety of other persons
- comply, in so far as you are reasonably able, with any reasonable instruction given by the employer to allow the person to comply with the WHS Act
- cooperate with any reasonable policy or procedure of the employer relating to health or safety at the workplace that has been notified to workers
- do not bypass or misuse systems or equipment provided for any purpose
- report unsafe conditions or acts which come to your attention and address where possible. Notify your supervisor/manager of actual or potential WHS risks in your work area
- notify your supervisor/manager of incidents, injury, and pain or discomfort following a work-related injury/activity as soon as possible, preferably in the shift it occurs, but no later than 24 hours.

All workers are authorised to:

- stop any activity where there is imminent risk of harm to self or others and to the environment
- instruct others to stop a task considered to present a risk to health, safety and the environment
- raise and/or discuss health, safety, environment and quality matters with supervisors/managers or safety representatives where relevant
- notify a direct report and follow up on any health safety, environment and quality matters outside of one's ability or capacity to control
- escalate health, safety, environment and quality matters to an appropriate level

Accountability

Catholic Church Endowment Society Inc (CCES) utilises a number of accountability processes to assess performance relating to the implementation of management system responsibilities. These processes apply to all personnel and are performance based.

The key process may include:

- supervisory arrangements (in accordance with organisational and site management structures)
- system review and verification activities; and
- performance appraisals

Reference: Catholic Safety, Health Welfare South Australian, (12) v1

Annual Review

An Annual Review is undertaken with your line manager to provide feedback and discussion for professional growth.

APPROVAL

Job Description Approved

.....
Print Name

.....
Signature Principal or Delegate

.....
Date

.....
Print Name

.....
Signature Staff Member

.....
Date

April 2025

Applications

Applications for the position of Systems Administrator should be addressed to:

Ms Kylie McCullah
PRINCIPAL
Loreto College
316 Portrush Road
MARRYATVILLE SA 5068

Terms and Conditions

- Formal tertiary qualifications in information technology or a related discipline an advantage
- Responding to Risk of Harm, Abuse and Neglect- Education and Care certificate
- All applicants will be required to undergo a Working with Children Check and Catholic police clearance. Please attach any relevant certificates to your application.

Included with your application

Please provide copies of the following documents:

- Address each of the Selection Criteria outlined in the position description.
- Your Curriculum Vitae
- The names, addresses and full contact details (including email address) of three referees who may be approached.
- All applicants will be required to complete an Applicant Declaration Form for School Employees which is available on our website. This Form must be submitted with your application.

Closing Date

Applications close at 9.00 am on Tuesday, 29 April 2025