

Job Title:	System Administrator
Classification Level:	School Assistants Salary – Resources Stream
Department:	Information Technology
Reporting relationships:	ICT Manager Director, Business

The 'King's Way'

King's Baptist Grammar School (King's) is a place where every student is seen, heard, known and feels a sense of love. Our school is a place of connection and belonging in which reciprocal relationships between staff, students and families reflect (and invite us into) the perfect relationship of our triune God; Father, Son, and Holy Spirit.

King's is the only Baptist School in South Australia providing a complete ELC-Year 12 experience as a part of a Jesus-centred community. We inspire hope by creating opportunities for people and families to do life better, together.

Our Vision of Faith (Visio Fidei) provides excellence in teaching and learning, in a faith-based community, where every student is provided with a breadth of opportunities, empowering individuals in partnership with their families.

King's is a place where people come first; a community workplace that's built on relationships and mutual respect, bringing out the best in each other. A supportive, faith-based work environment strengthened by prayer, devotion and opportunities for spiritual and practical support. We strive for meaningful, individual and professional development that enhances the King's Community.

Our leadership values guide the behaviour, culture and mind-set that underpin the 'King's Way'.

Servant Leadership	Demonstrating Humility and Service by leading with empathy, awareness and a commitment to the growth of others.
Pastoral Leadership	Caring for the person is behind every decision, action and conversation by treating each other with Fairness and Respect .
Accountable Leadership	Being reliable, responsible and building trust with others by acting with Excellence and Integrity .

Position Purpose

The ICT System Administrator plays a key role in maintaining the reliability, security, and performance of the school's ICT infrastructure across both campuses. As second-in-charge to the ICT Manager, this role assists with the implementation of ICT projects as directed, oversees daily operations, and ensures continuity of service delivery. The System Administrator supports the rollout of new technologies and systems by implementing best practices, supporting innovation, and mentoring ICT team members.

Key Areas & Responsibilities

Responsibilities for the role of ICT System Administrator include but are not limited to the below:

ICT Operations & Service Delivery

- Maintain a secure, robust, and scalable network infrastructure.
- Monitor server health, backups, and disaster recovery systems.
- Oversee end-user support and ensure timely resolution of technical issues.
- Manage identity, access, and certificate systems (e.g., Active Directory, Azure).

- Implement and maintain cybersecurity protocols and ensure compliance.
- Support device management across campuses (Windows laptops, iPads).
- Provide ICT support at the Hills campus as part of the strategic staffing plan.

Systems Administration & Infrastructure

- Deploy operating system upgrades and software patches.
- Monitor infrastructure for performance issues and irregularities.
- Identify issues, suggest improvements and assist with implementation of systems and processes.
- Assist with procurement processes under direction.
- Liaise with vendors and suppliers for hardware and software procurement.
- Maintain accurate documentation of systems, configurations, and procedures.

Team Collaboration & Support

- Support the ICT Manager in daily operations and at times will act as second-in-charge.
- Provide guidance and support to team members and contribute to team development and capability building.
- Support succession planning and resilience strategies.
- Foster collaboration and effective communication within the ICT team.

Project Management & Innovation

- Assist with ICT infrastructure and curriculum-related projects.
- Research and recommend emerging technologies relevant to education.
- Contribute to the implementation of the school's ICT strategy.
- Align ICT initiatives with digital learning goals and operational needs.

Administration & Compliance

- Maintain accurate records and technical documentation.
- Ensure ICT policies and procedures are current and consistently applied.
- Participate in professional development and networking opportunities.
- Ensure compliance with school policies and relevant regulatory requirements.

Essential Criteria

A personal commitment to the King's Vision, Mission and Values underpinning the delivery of a Christian- based education to students. The role also requires:

- Extensive experience in ICT systems administration and technical support.
- Proven leadership capability, including the ability to act as second-in-charge.
- Expertise in Microsoft technologies including Office 365, Azure, Active Directory, Exchange.
- Strong understanding of networking (WAN/LAN, firewalls, switching, wireless).
- Experience with VMWare, Veeam, and backup systems.
- Excellent problem-solving skills with strong communication and interpersonal skills.
- Ability to work independently and collaboratively within a team environment.
- A commitment to ongoing professional learning and development.
- Current Working with Children Check and completion of RRHAN-EC training.

Desirable Criteria

- Tertiary qualification in Information Technology or currently undertaking relevant studies.
- Experience working in educational environments and with school systems such as SEQTA, Synergetic, Jamf, and

MDM platforms.

- Familiarity with ICT service delivery frameworks and asset lifecycle management.
- Ability to contribute to strategic planning and digital transformation initiatives.

Terms and Conditions

The role is full time across 48 weeks of the year (inclusive of 4 weeks paid annual leave). The role requires a degree of flexibility to accommodate project work throughout the year, unforeseeable infrastructure issues and other various activities outside of hours.

The salary and conditions of this position will be negotiated in line with qualifications and experience and are subject to the current King's Baptist Grammar School Enterprise Agreement.