



# Court Grammar School

Integrity

Humility

Community

## ICT Manager

Full time

Court Grammar School is a growing Pre-Kindergarten to Year 12, Independent co-educational school in the Anglican tradition, with approximately 900 students located in Mundijong.

Our aim is to build a sense of belonging with the necessary frameworks to allow our students to feel valued and included in all facets of learning.

We are looking for a suitably qualified, highly motivated and enthusiastic ICT Manager with a commencement date by mutual agreement as soon as possible. Remuneration will be discussed at interview.

The successful candidate is responsible for the strategic and operational management of the School's ICT assets. A detailed job description is available on the School's website.

The successful candidate will also:

- Have excellent communication and interpersonal skills in interactions with other staff, students and parents
- Work co-operatively in a team environment, and
- Support the Christian ethos of the school

CGS prioritises the safety, welfare and wellbeing of children and young people, and expects staff and volunteers to share this commitment.

For additional information regarding the position, please contact Mrs Erica Captain, Business Manager on 08 9526 5000 or by email at [ecaptain@cgs.wa.edu.au](mailto:ecaptain@cgs.wa.edu.au)

### **Applications:**

If you are interested in applying for this position, please include the following:

- Completed CGS application form, available on the school website [www.cgs.wa.edu.au](http://www.cgs.wa.edu.au)
- A written statement outlining your reasons for applying and addressing the selection criteria
- Current Resume or Curriculum Vitae
- Academic transcripts
- Working with Children Check
- National Police Clearance (will be required if successful)
- Evidence of Australian work rights (Australian birth certificate, Australian passport, Australian citizenship or Australian work rights visa)

Applications close **12 noon Monday 21 August 2023** and should be addressed to the Principal, Patricia Rodrigues and emailed to [principal@cgs.wa.edu.au](mailto:principal@cgs.wa.edu.au)

For more general information contact:

Mrs Kim Chappell  
Personal Assistant to the Principal  
9526 5009  
[kchappell@cgs.wa.edu.au](mailto:kchappell@cgs.wa.edu.au)

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## Appointment Timeline

Applications close	Monday, 21 August 2023, 12 noon
Shortlisted applicants notified	Thursday, 24 August
First round interviews	Monday, 28 August
Second round interviews will be held shortly after	



# Court Grammar School

INTEGRITY • HUMILITY • COMMUNITY

## Role Description – ICT Manager

Position	ICT Manager
Area/Department	Information Technology
Salary	As per contract
Hours Worked Per Week	As per contract
Commencement	TBA
For Review In	TBA
Responsible To	Deputy Principal
Key Relationships With	Heads of Schools and Staff
Position Summary	The purpose of this position is to lead, plan and manage the provision of Information Technology and Communication systems, software and networks in accordance with the requirements of the School.



## **1. Statement of Mission**

To assist students to develop:

- Respect For God
- Respect For Self
- Respect For Others
- Respect For Learning
- Respect For Environment

## **2. Basic Employment Understandings**

- I. The Employer of the ICT Manager is the Board of Court Grammar School who nominates the Principal as their immediate agent in this matter.
- II. The Principal determines the ICT Manager's duty statement and terms of appointment.
- III. The ICT Manager is not permitted, without the written approval of the Principal, to engage in other paid employment within or outside school hours, unless such employment constitutes a minor extension of the ICT Manager's normal professional work and in no way inhibits the ICT Manager from carrying out the duties specified below.

## **3. Key Duties and leadership**

### **3.1 Strategic Management:**

- Information Planning - Develop, implement and maintain the School's Strategic ICT Plan;
- Solution Architecture - Oversee, document, implement and maintain the School's solution architecture design.
- Disaster Recovery (DR) Plan - Oversee, implement, maintain and improve as required the School's DR Plan including appropriate system and data backup and restore procedures.
- Learning Technology – Advise and oversee the management of the School's educational learning technologies for both staff and students.
- Cyber security – Develop, implement and maintain the School's cyber security policy.

### **3.2 Management:**

- Budget – In consultation with the Business Manager, prepare, manage and monitor a recurrent and capital expenditure budget in a cost-effective manner according to the School's ICT requirements.
- Capital Replacement. In consultation with the Business Manager, develop and maintain the School's ICT Capital Replacement Program.
- Governance – Oversee the protection of ICT assets and the integrity, security and privacy of information. Ensure ICT system operation adheres to applicable laws and regulations.
- Asset Management – In consultation with the Business Manager, plan, manage and maintain the School's ICT Assets.
- People - Oversee and maintain an appropriate ICT organisational structure that supports the needs of the School. Provide leadership that fosters a co-operative, collaborative and safe working environment. Supervise and develop ICT staff.
- Stakeholder Management - Liaise with the School Executive, staff, students and parents on all relevant ICT matters. Liaise with external organisations as required.
- Procurement - In consultation with the Business Manager, oversee all procurement of assets including contracts and tenders.

### **3.3 Operational:**

- Infrastructure – assist all School stakeholders with appropriate support for the systems they utilise. Resolve server, LAN and Wi-Fi issues as they arise. Provide technical expertise to fellow members of ICT and School staff. Provide out-of-hours support to School staff and network system as requested or required. Manage programming of the telephone system.
- Provide 2<sup>nd</sup> and 3<sup>rd</sup> level technical support to School users for all computing hardware and software problems, ensuring all assigned incidents and tasks are completed in a responsive customer focused manner and in accordance with established procedures.

- Provide technical leadership and expertise with respect to Apple products.
- Provide guidance on the latest cyber security threats.
- DR/BC – monitor daily, the backups of all servers and provide restoration of files/data as requested.
- Budget – Identify opportunities for the appropriate and cost-effective investment of financial resources in ICT systems, including staffing, sourcing, purchasing and in-house development in liaison with the Business Manager.
- Manage the School's CCTV and Vape detection infrastructure.
- Manage the School's firewall and internet filtering infrastructure.
- Review hardware and software acquisition and maintenance agreements.
- Governance – Investigate, as directed, user transgression of ICT resources. Provide reports as requested by the Principal or Deputy Principal on resource usage by users.

#### **4 Other Duties**

- To improve one's own practice through training observation, discussion with colleagues and performance management.
- To keep abreast of current best practice.
- To attend and participate in meetings within the school as required.
- To work flexibly and undertake other duties that may be required by the Principal from time to time.
- To be aware of and comply with policies and procedures relating to child protection, safeguarding, pastoral issues, health and safety, security, confidentiality and data protection. Reporting all concerns to the appropriate person.
- To prepare and deliver reports and presentations as required.

**Employee Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Principal:** \_\_\_\_\_

**Date:** \_\_\_\_\_