



## Position Description

<b>Position title</b>	Information Technology Systems Administrator
<b>Address</b>	77-81 Willesden Road Oakleigh VIC 3186
<b>Appointed by</b>	Principal
<b>Responsible to</b>	Head of Information Technology (IT)
<b>Employment type</b>	Full-Time

### Overview

Oakleigh Grammar is a K to 12 co-educational Christian school. Over the years, Oakleigh Grammar has continued to reflect the changing face of its surrounding suburbs embracing and celebrating multiculturalism, diversity and inclusion.

### Our Values

**Humility** – We promote the quality of having a modest or low view of one's importance.

**Aspiration** – We promote the notion of hope and ambition in all that we and others do.

**Respect** – We promote due regard for the feelings, wishes and rights of others.

**Kindness** – We promote the quality of being friendly, generous and considerate.

### Position Overview

In collaboration with the Head of IT, the Systems Administrator is responsible for the administration, reliability and continuous improvement of all the school's core technology systems, infrastructure, and services at Oakleigh Grammar.

This role ensures the delivery of a reliable, secure, and innovative digital environment that supports excellence in teaching and learning, school administration, and community engagement.

The Systems Administrator works collaboratively with the IT team to ensure that technology is used effectively, ethically, and efficiently across the school.



## Key Responsibilities

### Technical Support

- Deliver technical support to staff and students
- Support the provision and conduct of school AV systems
- Create and maintain service documentation and procedures
- Assist with device lifecycle management

### Systems & Infrastructure Administration

- Administer on-premises and cloud server environments such as Azure, virtualised servers and NAS/SAN storage
- Install & maintain networking infrastructure including switching, wireless, Aruba ClearPass and firewalls.
- Assist with server, storage, networking and cloud infrastructure changes.
- Assist with backup management, scheduled backup and disaster recovery testing.
- Support the use and administration of the school CCTV system.

### Cloud & Identity Administration

- Administer Microsoft 365 platforms including SharePoint, Exchange Online and Teams.
- Administer Mobile Device Management systems including Microsoft Intune and JAMF
- Administer Entra ID, Conditional Access, Single Sign-On, Multifactor Authentication

### General Responsibilities

- Participate in and support IT projects
- Assist in evaluating emerging technologies and suggest improvements
- Provide guidance and training to staff on effective use of technology tools and systems.
- Promote a culture of innovation, collaboration, and continuous improvement within the IT Department.
- Maintain confidentiality and information security
- Communicate effectively and collaboratively with staff and external partners
- Other tasks as directed by the Head of IT



## Key Selection Criteria

### Essential

- Proven experience in a Systems Administrator or similar technical support role, preferably within an educational environment.
- Relevant qualifications in Information Technology, or related field.
- Demonstrated ability to manage IT infrastructure and systems.
- Strong problem-solving skills with a high level of attention to detail.
- Excellent interpersonal and communication skills, with the ability to build productive relationships across a diverse school community.
- Collaborative mindset and a team player.
- Commitment to the values and ethos of Oakleigh Grammar, including child safety and wellbeing.

### Child Safe Standards

Oakleigh Grammar has a zero-tolerance approach to child abuse. The School must comply with the minimum standard for the care, safety and welfare of students as detailed in the child safe standards specified by Ministerial Order No. 1359.

Oakleigh Grammar is a Child Safe School and we are committed to ensuring a culture of child safety. We provide a safe environment for every child and student. All students have a right to feel safe and to be safe. We want our students to be secure, happy and empowered. We support and respect all children, from all cultural backgrounds and faiths.

Our School is committed to preventing child abuse and identifying risks early and removing and reducing these risks. This includes measures to actively maintain a safe school environment both during school hours and outside the school day.

All Oakleigh Grammar employees and volunteers have a legal and moral responsibility to respond to situations involving child abuse and neglect including mandatory reporting of abuse or suspected abuse.

In addition, Oakleigh Grammar is committed to the safety of children from culturally and/or linguistically diverse backgrounds, and to provide a safe environment for children with a disability.

We also have specific policies, procedures and training in place that support the Board of Management, Leadership Team, Teachers, Staff and Volunteers, to achieve this important outcome of a child safe school.



### **All staff employed by the School are required to:**

- Show evidence of a current Victorian Institute of Teachers Registration (or Provisional Registration) or Working with Children Check, as required.
- Commit to the School's Staff Conduct and Professional Boundaries Policy and Mandatory Reporting Policy by way of reading and taking part in an on-line questionnaire each year.
- Take part in child safe school training each year including the online Mandatory Reporting e-Learning Module.

### **Conditions of Employment**

- Full-time, ongoing position with remuneration commensurate with qualifications and experience.
- Hours of work: 8:00 am – 4:00 pm (with some flexibility as required).
- The incumbent must hold a current Working with Children Check and be eligible to work in Australia

*The Position Description is a guide only. The Principal may assign duties for this position at their discretion depending on operational needs of the School*

Mark Robertson

### **Principal**

B Ed, M Ed St, AMACEL, MACE, AFAIM, MAICD

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