



Manager of Information Technology

'To inspire and empower each other to create a better world.'

The School

The aim of St Columba Anglican School is to be the most outstanding regional school in New South Wales. It is the product of the vision of a community to build a school with access to all who want their children to achieve the highest standards of education and behaviour.

St Columba Anglican School is founded on faith. The Christian ethos is present in its caring philosophy and its concern to produce educated leadership. The School is a community school in the sense that its doors are open to all, so long as they are sympathetic to and support the School's Christian ethos.

St Columba supports over 1100 students. Years 5-12 and staff operate on a BYOT program (80% Mac/ 20% Windows users). Furthermore, approximately 200 Chromebooks and 100 ipads are maintained as students and staff resources. Both staff and students use Google Docs platform for collaborative document creation.

Our Visions and Values revolve around the concepts of :

- Care
- Excellence
- Citizenship
- Enterprise

Primary Duties and Responsibilities

- Develop, implement and manage the School's Strategic Plan for IT and update as required, ensuring that strategic goals facilitate an innovative outlook for technology infrastructure, systems and learning.
- Oversee the operations of the IT team.
- Provide a systematic and professional approach to the management of IT service provision within the School.
- Full responsibility to manage and maintain school LMS packages (TASS, Seqta).
 - ▶ Oversight of Parent App and community in consultation with the Director of Community Engagement
- Manage BYOT program in consultation with Directors.
- Maintain IT budgets and compliance requirements.
- Maintains the management of all EdTech staff and the delegation of duties between them. Furthermore ensuring contingency of these duties at times when EdTech staff are absent or on leave.
- Must have a demonstrated capability to assist teachers in integrating ICT into teaching and learning, as well as excellent interpersonal and communication skills.



Personal Qualities

- Ability to reflect in attitude and action the School's determination to provide an excellent education across a wide range of curriculum and co-curricular areas and maintain a level of adaptability to allow the School to meet the current and future demands of students facing a rapidly changing world.
- Strategic thinker with strong leadership skills and proven abilities in managing technical (infrastructure) teams.
- Strong analytical, communication, change management and project management skills and ability to provide clarity of direction.
- Demonstrated commitment to Christian values in a school environment.

Strategy and Planning

- Develop a full year model of professional development for staff in relation to leveraging digital.
- Ensure the development of plans, goals and objectives for IT Services occurs through interaction with the school community, including staff members, students and the wider community, and ensuring appropriate input for staff in IT Services.
- Development of strategic options to address present and future academic, administration and other needs of the School for both IT infrastructure AND teaching and learning needs.

Communications and Management

- Manage and supervise IT staff, directing the operation of the Service Desk, hardware support and systems administration, ensuring coverage from 7.30am to 5.00pm each day.
- Set clear expectations for IT staff in meeting operational and strategic goals of the School.
- Manage and be responsible for ensuring the viability and effectiveness of all electronic communication systems, including (but not limited to) the School website, LMS, email, portals, newsletter and telephone system.

Teaching and Learning

- Regularly attend Whole of the School (WOTS) meetings to provide JIT (Just in time support) for staff and manage issues.
- Work in conjunction with the Administrative Directors, Director of STEAM and School Executive to develop, implement and revise, as necessary, a structured IT Strategic Plan that is aligned to the School Strategic Plan.
- Oversee student induction and onboarding for the BYOT program.
 - ▶ Manages and maintains the BYOT recommendations for staff and students.

Innovations

This role will require researching, evaluating and presenting to Directors potential emerging technologies, hardware, and software that will improve school operations for students and staff.



Key Competencies

- Tertiary qualifications in IT with leadership and management experience and qualifications.
- Holds a current NSW Working with Children Check.
- Demonstrated capability to assist teachers in effectively and appropriately integrating IT into teaching and learning.
- Familiarisation with innovative and emerging strategies and technologies.

The Principal may direct other duties as required.

Terms of Appointment

Full Time salaried position. Minimum of 8.5 hours per day and as required for the role. An attractive individual flexibility agreement will be negotiated with the successful applicant. Conditions of employment are as per the Independent Schools NSW Support and Operational Staff Enterprise Agreement 2017 and includes four weeks annual leave.