



Position Information

■ Systems Administrator

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A Reception to Year 12 Christian School

 DISCOVER JESUS  DISPLAY LOVE  DEVELOP SELF

POSITION OVERVIEW

Date created:	20/10/2017
Position Title:	Systems Administrator
Year level(s):	(non-teaching)
Commencing:	15/01/2018
Type:	Permanent Full Time
FTE equivalent:	1.0
Salary:	Commensurate with Qualifications & Experience

BRIEF DESCRIPTION, GENERAL TO ROLE

Personal Requirements: The Systems Administrator role requires both a high level of ICT skills and experience, as well as the ability to interact effectively with teachers, and students across a wide range of ages.

You will need to demonstrate a sincere commitment to Jesus Christ, the philosophy of Christian Education, and be actively involved in your local church.

Application Process: An application form, obtainable by calling (08) 8261 3377 must be submitted in order to be considered.

Qualifications: Qualification in Information Systems or similar (or working towards a related discipline).

A current Police Record Check for working with children is mandatory (please see over page).

Applications Close: Friday November 10, 4pm

See over page for further information about the vision, purpose, goals and ethos of Cedar College.

DETAILS SPECIFIC TO THIS POSITION

The Systems Administrator is a key support role to the ICT Manager in the development, monitoring and optimisation of the servers and network infrastructure of the school.

About the role:

The role of Cedar College Systems Administrator will require the following skills and experience:

- Installing, configuring, and maintaining a server and network infrastructure that includes L2 / L3 switches, firewalls and server virtualisation within a VMWare environment
- Experience with Windows Servers 2012/2016
- Experience with MS Exchange Server and SQL
- Configuring and managing network security including Firewall, Web Filtering and Antivirus Applications e.g. Sophos UTM
- Experience and configuration of WiFi Networks
- Previous Level 2/3 technical support experience, including interaction with end users (teachers/students and staff) Ability to provide a reliable, consistent end user experience, within an Intel / Apple ecosystem environment
- Excellent analytical and problem solving skills
- High-level communication skills both spoken and written

A great team builds a great school

We believe that excellence in the Education Sector begins with an excellent team of staff.

We are looking for passionate, qualified personnel to join our vibrant school community. You will need to demonstrate a sincere commitment to Jesus Christ, the philosophy of Christian Education, and be actively involved in your local church.

An application form, obtainable by calling (08) 8261 3377, must be submitted in order to be considered for any advertised position.

Please note that employment for all non-teaching positions require the applicant to hold a current Police Record Check, and currently hold or undertake a Child Safe Environments certificate.

About Cedar College

A ministry of CityReach Baptist Church > Oakden.

Cedar College is an R-12 co-educational Christian school situated in the suburb of Northgate, South Australia, 8 km north-east of the Adelaide CBD. Encompassing both Primary School and High School, Cedar College caters for students from Reception (Foundation) through to Year 12.

Cedar College was officially opened in February 1997 with just 34 students. A distinctly Christian school, Cedar College seeks to provide a Christ-centred and caring environment.

Today Cedar College has over 800 students and is still growing in both numbers and facilities. The most notable recent additions are the Creative Arts Centre, the two-storey Resource Centre and Administration Block, and the Cedar College Sports Centre.

Our Name

The name 'Cedar College' is derived from Psalm 92 v 12 which outlines the growth of a righteous person, pictured as a cedar tree, growing to become strong and vital and leading a fruit-bearing life.

Our Purpose

The purpose of Cedar College is to prepare students for real life as they discover Jesus, display love and develop self.

Our Goals

Discover Jesus. We believe that real life is found in knowing Jesus Christ, and we regularly encourage our students to discover Jesus for themselves.

Display Love. Our students are challenged to display honesty, compassion, truth and love, within the school community and also around the world.

Develop Self. We value high standards in education. Our students are challenged to reach their full potential, through access to high quality education. Students are treated as unique individuals and guided personally towards their future goals and aspirations

One School, three Departments

Cedar College is divided into three departments – Primary School (Reception to Year 6), Middle School (Year 7 to Year 9) and Senior School (Year 10 to Year 12). These departments allow students to develop academically and socially at an appropriate level and provides a facility that offers a complete education from Reception through to Year 12.

