



## Systems and Network Administrator Marist-Sion College Warragul Position Description

Position Information	
<b>Classification Level and Category</b>	Level 4, Category A – Education Support Employee under the <a href="#">DOSCEL Schools and Secretariat Agreement 2022</a>
<b>Strategic Pillar and Organisational Strand</b>	Business Operations
<b>Team Membership</b>	Operational Leaders
<b>Reports to</b>	Director of ICT and Systems
Our College	
<p>Marist-Sion College, Warragul, is a Catholic co-educational secondary school, inspired by the traditions of the Marist Brothers and the Sisters of Our Lady of Sion.</p> <p><b>Our mission</b> is to provide an innovative education which integrates faith, learning and life in a welcoming community.</p> <p><b>Our vision</b> is that students experience an education where they are known and loved, grow as life-long learners, and live as active citizens inspired by the principles of Catholic Social Teaching.</p>	
Position Objective	
<p>The Systems and Network Administrator provides technical, operational, and day-to-day support to the College by managing and maintaining ICT systems and network infrastructure. The role contributes to a reliable and secure technology environment by supporting system performance, maintaining network services, monitoring infrastructure, and assisting staff and students to ensure effective access to technology that supports teaching, learning, and operational functions.</p> <p>The position also provides advanced technical support and troubleshooting across the College’s ICT environment. Working collaboratively with the ICT Support Team and College staff, the Systems and Network Administrator acts as a key escalation point, supports the resolution of complex technical issues, and contributes to ICT planning, system improvements, and project delivery to ensure the ongoing effectiveness and reliability of technology services across the College.</p> <p style="text-align: center;"><i>“Everyone’s talents and involvement are needed” (Pope Francis – Laudato Si’ 14)</i></p>	

## Capabilities and Responsibilities

<b>Systems and Infrastructure Management</b>	<ul style="list-style-type: none"><li>• Assist with the installation, configuration, and maintenance of servers, operating systems, and virtual environments under the direction of senior ICT staff.</li><li>• Support the management of core infrastructure services including Active Directory, Group Policy, DNS, DHCP, and file and print services.</li><li>• Assist in administering enterprise applications to support availability and performance.</li><li>• Support the implementation and maintenance of Microsoft Intune for device management, compliance, and application deployment.</li><li>• Provide support for cloud-based platforms including Microsoft 365, Azure AD, Teams, and SharePoint.</li></ul>
<b>Network and Security Operations</b>	<ul style="list-style-type: none"><li>• Assist in the configuration and maintenance of network switches, wireless infrastructure, and associated network services.</li><li>• Support the implementation and monitoring of network security controls to maintain system integrity.</li><li>• Monitor system and network performance and report issues to senior ICT staff.</li><li>• Assist in maintaining the reliability and availability of ICT systems through routine checks and support tasks.</li></ul>
<b>Technical Support and Continuous Improvement</b>	<ul style="list-style-type: none"><li>• Provide advanced technical troubleshooting and act as the escalation point for complex ICT issues.</li><li>• Support the ICT team in resolving incidents and improving service delivery across the College.</li><li>• Assist in the development and maintenance of system documentation, procedures, and knowledge-based resources.</li><li>• Contribute to continuous improvement of ICT systems, processes, and service standards.</li></ul>

Selection Criteria	
<b>Catholic Identity</b>	<ul style="list-style-type: none"> <li>• Ability to promote and uphold the Catholic Identity of the College.</li> </ul>
<b>Skills and Attributes</b>	<ul style="list-style-type: none"> <li>• Strong technical expertise in Windows Server administration, virtualisation, and cloud platforms.</li> <li>• Sound knowledge of enterprise applications, identity management, and automation tools.</li> <li>• Solid understanding of networking principles, including configuration, maintenance, and troubleshooting.</li> <li>• Strong analytical and problem-solving skills with the ability to resolve complex technical issues.</li> <li>• Excellent communication skills with the ability to work effectively with staff and stakeholders.</li> <li>• High level of attention to detail and accuracy.</li> <li>• Ability to work independently and collaboratively within a team environment.</li> <li>• Positive, proactive, and motivated approach to work.</li> <li>• Reliable and punctual with a strong sense of accountability.</li> </ul>
<b>Education and Experience</b>	<p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>• Bachelor’s Degree, Diploma, Advanced Certificate in Computer Science, Information Technology, or a related discipline (Consideration will also be given to applicants who are nearing completion of an appropriate qualification or who have equivalent workplace experience).</li> <li>• 5+ years of experience working in ICT operations or a related position.</li> <li>• Minimum Certificate 2 in First Aid (and/or willingness to undertake First Aid Training provided by the College).</li> </ul> <p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>• Strong knowledge of Microsoft Intune for device management and application deployment</li> <li>• Professional certifications such as Microsoft Certified Engineer, Cisco Certified Network Associate, or equivalent.</li> <li>• Experience with SIMON, Synergetic, Timetabler or similar school information systems.</li> </ul>
<b>Child Safety</b>	<ul style="list-style-type: none"> <li>• Experience working with children.</li> <li>• Commitment to and understanding of child protection and child safety issues in schools.</li> <li>• Demonstrated understanding of appropriate behaviours when engaging with children.</li> <li>• Be a suitable person to engage in child-connected work.</li> <li>• Demonstrated understanding of Mandatory Reporting.</li> </ul>
<b>Last Updated</b>	March 2026