MacKillop College
Werribee

MacKillop is a Catholic Coeducational Secondary College with two campuses inspired by the spirit of St Mary of the Cross MacKillop. Set on approximately 20 hectares of beautiful gardens and playing fields, MacKillop is an established College catering for approx. 1700 students from Year 7 through to Year 12 and enjoys an excellent reputation in the local community.

MacKillop is an innovative and contemporary learning community which has exceptional facilities, offers a vibrant curriculum and well-established wellbeing initiatives. Our community invites passionate engagement in lifelong and authentic learning. We acknowledge diversity of potential and are responsive to individual needs. Every member of our community is supported in the pursuit of excellence.

Applications are invited from experienced persons for the following position:

Systems Integration and Database Manager

The role of the Systems Integration and Database Manager is to remain up to date with current trends in Information and Communications Technologies and be aware of the latest hardware technologies, client operating systems and relevant application packages. This person will be responsible for the integration and auditing of current and new systems, including the College's telephony and administration systems.

Key Responsibilities and Duties:
The role of the Systems Integration and Database Manager is to:

Database Management

- be responsible for all existing system databases/instances and support the implementation of new databases/instances as they arise
- ensure all local database backups and maintenance plans are in place and tested, and in conjunction with the network administrator, confirm that local backups are included in system wide backup processes
- be responsible for database backups before software updates or major modifications are made to associated systems and restore databases where necessary
- be responsible for maintaining and constructing knowledge base queries to access and manipulate data
- document all database structures that are used in the school, including their locations, systems they are associated with and how to access them
- develop and implement automated SQL scripts to undertake data synchronisation between the College's Administration System (single point of truth) and all other major systems

SharePoint Management

- be responsible for the development and functionality of the College's SharePoint and ensure that its design accommodates the curricular and administrative needs of the College
- provide advice to College Leaders on best practices for organising SharePoint containers and assist in the creation of sub-containers and necessary permissions
- ensure that secondary backups of SharePoint are maintained on-site to act as a failsafe for Cloud catastrophe

Phone System

- ensure that the College phone extension listing on SharePoint is up to date
- assign free phone number to new staff member in Active Directory, setup voicemail inside Exchange Manager and configure the number's dial access
- manage the deployment, maintenance and configuration of all phone handsets
- manage and configure Phone system's unified messaging response groups.

School-wide Data Mining

- assist the College Data Analytics Coordinator in creating, modifying and formatting queries and extracted data from College databases

Student Progress Interviews (SPI) System

- assist Administration in the set up and management of SPI

Help Desk / Client Support

- assist in staffing the Front Help Desk in providing support to staff and students, as specified by the duty roster and during busy periods
- support in the provision of technical support to staff and students
- assist in the management of student accounts

Notebook Support (Audits / Reimaging)

- be responsible for organising scheduled audits of student notebooks, as specified in the College Calendar
- follow up on non-compliance in the auditing process
- assist in the reimaging of student/staff notebooks with the College's software image
- support with the deployment of new notebook equipment for staff and students
- assist with the electrical test and tagging of all notebook equipment used the school

General Responsibilities

- support other ICT team members in the installation of new computer equipment and the upgrade of existing technologies when required
- assist in reporting any misuse, lose or damage of school computer equipment to the Systems Manager
- assist in managing student's internet and print credit
- ensure that computer complex is locked and alarmed at the end of the day

The successful applicant will:

- be appropriately qualified
- demonstrate enthusiasm
- support and respect the ethos of the College and its environment

Your application must contain:

- the prescribed Application for Employment Form
- Curriculum Vitae

Applications must be forwarded no later than **10am on Thursday 1 October 2020** to
The Principal
MacKillop College
Russell Street, WERRIBEE VIC, 3030

Email: employment@mackillop.vic.edu.au

The MacKillop College community promotes the safety, wellbeing and inclusion of all children.