



MacKillop College

W e r r i b e e

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 approximately 1730 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 respect diversity and are responsive to individual needs. Every member of our community is supported in the pursuit of excellence.

Applications are invited from qualified and innovative personnel for the following full-time position commencing immediately or at a mutually convenient time:

Digital Equipment Administrator

The Digital Equipment Administrator is a part of the Information Communication Technologies (ICT) Support team. The role of the Digital Equipment Administrator is to:

- Manage and maintain non-PC devices connected to the school's network, including but not limited to security cameras, card access, vape detectors, public announcement, solar panel system and climate control
- Manage, maintain sign in kiosks for both visitors, contractors, and students
- Assist the Systems Manager, as directed, in the running of the College system
- Assist in the running of systems associated to property management
- Create, manage, distribute, and log access cards
- Administer and support dash cameras within school vehicles
- Install new hardware when required and supervise external contractors when assisting with system maintenance
- Develop and maintain technical, procedural and end user documentation
- Deploy client software via imaging or self-serve software kiosk on both staff / student devices
- Manage Microsoft Teams implementation and investigate the collaborative tools that can be used in the classroom
- Manage the school communication systems, in particular IP phone and video conferencing services
- Investigate and recommend new connected devices that can enhance the
- Assist in development and implementation of training for staff in the use of new ICT resources
- Provide support to all users as required at both campuses
- Liaise with 3rd party vendors when they are providing help and support and ensure that network security is maintained.
- Manage and deliver ICT projects on schedule and within budget
- Manage and maintain printers and printing across the organisation
- Provide 'after hours' support for system functionality and accessibility, as prescribed by a monthly roster system

This person is expected to be supportive of the philosophy of Catholic education and must have a current:

- Working With Children Check (WWCC)
- National Police Record Check form Victoria Police

This position will be remunerated as per the Victorian Catholic Education Multi Enterprise Agreement 2018.

Your application must contain:

- The prescribed Application for Employment Form
- Curriculum Vitae
- Names and contact numbers of 3 referees

Applications must be forwarded no later than **10am on Thursday 23 June 2022** 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.