



**Nowra
Christian
School**
Grow up into Christ

APPLICATION PACK

ICT Support Officer/Assistant Manager

Application Pack

This pack contains all the information you will require to complete your application for the above position. The application pack includes:

- How to apply information
- The job advertisement
- Nowra Christian School's Purpose Statement
- Nowra Christian School's Statement of Faith
- ICT Support Officer/Assistant Manager Position Description



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HOW TO APPLY

ICT Support Officer/Assistant Mangert

How to apply:

Before completing the [online application form](#) on our website, please ensure you have gathered the documents/information required as part of the application form.

These include:

- A cover letter addressing the essential selection criteria as outlined in the job advertisement
- A personal resume (pdf, doc or docx files only)
- Reference details from the Minister of your church
- Your current Working With Children Check approval number and expiry date

There are also several questions on the application form which you may want to prepare before starting the online form, these include:

- In what capacities do you serve your church? (up to 300 words)
- A description of your Christian conversion and experience. (up to 300 words)
- What is your definition of a Christian? (up to 150 words)

All enquiries relating to the position should be directed to the Principal's EA, Mrs Gail Bate on 02 4422 1199 or gailbate@ncs.nsw.edu.au.

Only applicants who complete the official online school application form will be considered.



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POSITION VACANT

Nowra Christian School is a growing Christian K-12 learning community of approximately 500 students, situated on the beautiful NSW South Coast. For over 42 years, we have continued to offer an excellent Christian schooling experience for those who live in the Shoalhaven region.

We are currently inviting applications from committed Christians of evangelical persuasion who are active in their local church, to join our school, as soon as practical, as an:

ICT Support Officer/Assistant Manager

- A broad and varied role that will suit someone who is used to being part of a small ICT team
- Assist with managing the entire ICT environment - from level 1-3 ICT support to server/network administration, vendor management and managing various ICT projects
- The role is full-time, 38 hours per week however a part time arrangement may be offered to the right applicant. Ideally we want to cover most of our core school hours (i.e 7:45am - 3pm)

The successful applicant will:

- have proven experience as an ICT Technician or relevant position
- demonstrate excellent diagnostic and problem solving skills
- be customer-focussed with a 'can-do' attitude
- be a people person with the ability to work under pressure
- possess high level interpersonal, written and verbal skills
- possess outstanding organisational and time-management skills
- have knowledge of diverse ICT systems and networks
- have a working knowledge of internet security and data privacy principles

Desirable qualifications and experience

- Previous experience in an educational environment
- Certification as an ICT Technician and/or relevant degree will be an advantage
- MCSE certification
- Knowledge of ITIL v3 or similar
- Knowledge of new and emerging educationally relevant technologies
- Membership of relevant professional bodies and evidence of self-directed professional learning

Mandatory requirements

- Reference from current church minister
- Completion of the school's online application form
- Current NSW Working With Children Check approval number or able to obtain
- Current first aid certificate or willingness to obtain

Applications close 5pm Wednesday 19 April 2023

How to apply:

Please visit www.ncs.nsw.edu.au/jobs to download the relevant application pack and complete the online application form. Any enquiries should be directed to Gail Bate on 02 4422 1199.

Only applicants who complete the official school application form will be considered.



Our Purpose Statement

Nowra Christian School partners with families in equipping students for life through the provision of quality, Christ-centred education, founded on Biblical values.

We pursue our purpose from a Biblical base by aiming:-

In Personal Christian Life:

- To start and end with knowing God in all endeavours.
- To live under the authority of God's Word, and to interpret it thoroughly and reasonably with the guidance of His Holy Spirit.
- To nurture and encourage students into a reconciled relationship with God through Christ.

In the Process of Christian Education:

- To encourage and train students into a love of learning.
- To equip students' minds to understand God's perspective in all areas of learning.
- To help each child and young person address his or her God-given potential, by providing appropriate educational opportunities according to each one's abilities.
- To fulfil all Government requirements to ensure that we remain an accredited educational institution.

In Christian Community Life:

- To create safe relationships through being just and fair according to Biblical principles.
- To be compassionate and merciful as God is to us.
- To nurture and train students to accept personal responsibility for themselves and to act within an ethos of service towards others.
- To staff the school with people committed to living worshipfully under God.
- To develop community life with the school, promoting K-12 unity throughout the school.

In Striving for Excellence:

- To encourage students to accept the Biblical principle of stewardship in relation to their gifts.
- To encourage and train students in academic growth, rigour and excellence.
- To encourage and provide for staff in their Christian growth and professional development.

Preamble:

All members of staff must be supportive of the school's statement of faith and professional code of conduct. Within the distinctively Christian model of education at Nowra Christian School, staff must be committed to providing biblically based educational opportunities for students.



Our Values

We believe all students have the right to feel safe, supported and respected at all times.

We have identified three key core values as representing the essence of our school: 'community', 'care' and 'character.'

Community

- We value the diversity of our community
- We appreciate that our NCS community is made up of staff, students, their extended families, their church families and our alumni students
- We foster a close-knit Christian community where Christ's love is shared and every member feels valued
- We have a responsibility to shine Christ's love into our wider community both on a local and global scale

Care

- We treat others with care and consideration
- We care for each student on an individual basis and develop a desire in every student to care for those around them
- We care for God's creation and the resources He has blessed our school with
- We take care and pride in our schoolwork and always strive to do our personal best

Character

- We desire our students to be known for their outstanding Christian character - the 'NCS difference'
- We expect our students to 'Choose Respect' by being kind and considerate of others, by respecting those in authority and by respecting our school and its Christian foundations
- We encourage students to love and honour God in all they think, do and say



Our Statement of Faith

We believe that it is important that all members of our school community know what we believe about God and His Word and world, and will therefore be communicating to the students. These fundamental beliefs are expressed in the school's Statement of Faith.

The Statement of Faith of Nowra Christian School is as follows:

God

- There is one God and He is sovereign and eternal. He is revealed in the Bible as three equal divine Persons - Father, Son and Holy Spirit. God depends on nothing and no one; everything and everyone depends on Him. God is holy, just, wise, loving and good.
- God created all things of His own sovereign will, and by His Word they are sustained and controlled.
- God is the God and Father of our Lord Jesus Christ. He is also Father of all whom He has adopted as His children. Because of God's faithfulness and His fatherly concern, nothing can separate His children from His love and care.
- The Lord Jesus Christ is the eternally existing, only begotten Son of the Father. He is the Creator and Sustainer of all things. He was conceived by the Holy Spirit and born of a virgin, truly God and truly man. He lived a sinless life and died in our place. He was buried, rose from the dead in bodily form and ascended to heaven. Jesus is King of the universe and Head of the Church, His people whom He has redeemed. He will return to gather His people to Himself, to judge all people and bring in the consummation of God's Kingdom.
- The Holy Spirit proceeds from the Father and the Son. He convicts people of their sin, leads them to repentance, creates faith within them and regenerates them. He is the source of their new sanctified life bringing forth His fruit in the life of believers. He gifts believers according to His sovereign will, enabling them to serve the Lord.

The Bible

- The Bible, which is comprised of the books of the Old and New Testament, is the inspired, inerrant and infallible Word of God, and the only absolute guide for all faith and conduct. It is indispensable and determinative for our knowledge of God, of ourselves and of the rest of creation.

God's World

- Adam and Eve, the parents of all humanity were created in the image of God to worship their Creator by loving and serving Him, and by exercising dominion under God's rule by inhabiting, possessing, ruling, caring for and enjoying God's creation. Consequently the purpose of human existence is to glorify God and enjoy Him forever.
- Sin entered the world through Adam's disobedience, because of which all people are alienated from God and each other and, as a result, they and all creation are under God's judgement.
- All people have sinned and, if outside of Christ, are in a fallen, sinful, lost condition, helpless to save themselves, under God's condemnation and blind to life's true meaning and purpose.
- God holds each person responsible and accountable for choices made and actions pursued. Human responsibility and accountability do not limit God's sovereignty. God's sovereignty does not diminish human responsibility and accountability.
- Salvation from the penalty of sin is found only through the substitutionary, atoning death and resurrection of the Lord Jesus Christ. As the sinless One, He took upon Himself the just punishment for our sins.
- Through His death and resurrection, the Lord Jesus has destroyed the power of Satan, who is destined to be confined forever to hell along with all those who reject Jesus as Lord.
- Out of gratitude for God's grace and in dependence on the Holy Spirit, God's people are called to live lives worthy of their calling in love and unity and in obedience to God in all spheres of life. They are responsible to ensure that the gospel is faithfully proclaimed. Christian parents are required to bring their children up in the discipline and instruction of the Lord and to diligently teach them the truth of God's Word.



Position Description

Title: ICT Support Officer/Assistant Manager

Reports to: ICT Manager

Internal Contacts: Staff, students and visitors

External Contacts: Volunteers, parents, contractors and suppliers

The ICT Support Officer / Assistant Manager, in conjunction with the ICT Manager, is expected to:

- Contribute to the development of an ICT master plan, and
- Contribute to ensuring appropriate ICT support services happen in the school

Key Responsibilities:

- ICT support for the teaching and admin staff and students
- maintaining the school's internal networks, softwares and systems
- installing new software and upgrading existing applications
- maintaining hardware peripherals (e.g. scanners, printers, external drives, AV)
- ensuring internet systems are safe and offer full child protection
- training teachers and students
- liaising with suppliers on software and hardware maintenance and licensing

Essential Knowledge, Skills and Abilities

- Proven experience as an ICT Technician or relevant position
- Excellent diagnostic and problem solving skills
- A people person
- High level interpersonal, written and verbal skills
- Outstanding organisational and time-management skills
- Excellent customer service skills with a 'can do' attitude
- Knowledge of diverse ICT systems and networks
- Knowledge of internet security and data privacy principles
- Certification as an ICT Technician will be an advantage, and
- Relevant degree in an ICT related field would be highly regarded

Experience with, interest in, and/or ability to learn the workings of the following systems is desirable:

- Operating Systems: Windows Operating Systems (mainly Windows 10 & 11),
- Windows AD, Windows Server, iOS, MacOS, Chrome, Linux, Android.
- Software : Google Suite for Education, Google Admin Console, MS Office 365, MS
- Admin, VMWare, Fortigate suite.



POSITION DESCRIPTION

ICT Support Officer /Assistant Manager

- Hardware: Servers, laptops, desktops, Ipads, Chromebooks, Smart / Interactive Boards, any other technologies on site, cabling, troubleshooting, routers, switches.
- Network: First port of call for all issues. Staff VPN setup, Staff Remote Access, VLAN management, switch port management.
- Group Policy administration, Active Directory monitoring, use and setup.
- Miscellaneous: Time Minder, VOIP, Freshdesk, AB Tutor, IP Camera maintenance.
- AudioVisual: Setting up and using video conferencing facilities (cameras, mics, speakers), MS Teams, Google Suite, Adobe suite, Casting Devices (Vivi, Chromecast. Apple TV, Miracast, Anycast), miscellaneous Audio visual equipment.

Personal Characteristics

- Demonstrate a passion and commitment to the Mission and Vision and values of Nowra Christian School
- Be an active member of a local church
- Present a professional and positive demeanour
- Proven ability to work collaboratively in a team environment and take on other duties as required
- Positive and flexible attitude
- Enthusiasm, energy and self-motivation
- Commitment to achieving best practice
- The ability to maintain confidentiality
- Well developed time management and organisation skills

Work Health and Safety and Injury Management

- Maintain a clean and safe working environment while complying with all Nowra Christian School safety policies and procedures
- Report all workplace accidents and hazards to the Authorised Provider and complete all documentation

Child Protection

- Ensure compliance as a mandatory reporter
- Be aware of Nowra Christian School's policies and procedures in relation to Child Protection
- Be aware of current legislation in relation to Child Protection
- Attend child protection training
- Hold a current Working with Children Check (WWC) number.



POSITION DESCRIPTION

ICT Support Officer /Assistant Manager

Our Community

- The role is required to support school events.
- Some duties will need to be performed at times other than during the school day or when students are in attendance, including on weekends.
- Duties will vary from time to time in accordance with the school's operational requirements

Additional Information

The position is permanent 38 hours per week with a good degree of flexibility required at times to get the job done. A permanent part time role may be considered to suitable applicants.

The terms and conditions of employment for this position are based on the current NSW Christian Schools Multi-Enterprise Agreement. This job description will be subject to revision, from time to time, as school ICT requirements dictate.