

**DUTY STATEMENT**

Network and Projects Engineer

**DATE:** 27/05/2025

**STATUS:** Full-time, 1.0FTE

**TIME:** 37.5 hours per week

**FACULTY/AREA OF RESPONSIBILITY:** Academic Resources Centre / ICT

# POSITION CONTEXT:

Christ Church Grammar School is an Anglican day and boarding school for boys from Pre-Kindergarten to Year 12. Located in Perth, Western Australia, the School overlooks the Swan River at Freshwater Bay in Claremont. Enrolments are comprehensive and at present are approximately 1750 students including boarders.

# POSITION OVERVIEW:

The school is seeking a dynamic professional capable of developing, deploying, monitoring and maintaining its ICT network infrastructure to meet the demands of a modern independent school, utilizing current best practice methodologies. Working within the Academic Resources Center (ARC) as part of the ICT division, this key role enables the school to achieve it operational, tactical and strategic intents.

# LINE MANAGEMENT:

Reporting directly to the Director of Information and Learning Technologies (ILT)

# WORKING RELATIONSHIPS:

* The Service Desk team (3 staff)
* The ICT core team (4 staff)
* External Contractors
* School Staff, Students and Parents
* The School Executive

# KEY RESPONSIBILITIES:

# Development, Deployment, Monitoring and Maintenance of the following:

# ICT NETWORK – The provision of:

* 24-7 stable and reliable multi-link (and multi-site) connectivity to the Internet
* 24-7 stable and reliable wired and wireless networking hardware, software and systems, throughout all locations of the school, conforming to industry best practices
* Best practice designs for LANs, VLANs, DMZs and WANs
* Best practice and modern IPV4 / IPV6 routing (including BGP) systems throughout all locations
* Up-to-date Linux systems to support networking outcomes
* Communications rack / room tidiness, upkeep and maintenance
* Timely and continuing external domain and IP address management
* Documentation for larger school IT networking projects

#  ICT SERVERS / SERVICES – The provision of:

* 24-7 reliable and stable server and/or modern virtual hosting platforms, for school-related systems and software.
* Ample and best practices storage capacity, systems or services
* Linux and Microsoft Windows hosting capability
* Tight CPU/GPU/RAM/Storage/Power resources budget management
* Best practice Microsoft Azure virtualization management

# ICT SECURITY – The provision of:

* 24-7 secure network and infrastructure suite
* 24-7 stable and reliable firewall system
* 24-7 Content filtering via proxies, gateways, DNS etc. for pastoral care
* Internal and External threat protection by design
* Compliance with Australian regulatory authority standards (e.g. Level 2 Essential 8)
* Compliance with chosen XDR, MDR and EDR requirements
* Best practice isolation of stakeholder groups on firewalls and networks (e.g. student vs staff)
* Email and network SPAM / virus / phishing protection
* Effective cloud security
* Unified login across all systems including SSO

# ICT DISASTER RECOVERY / RESILIANCY – The provision of:

* 24-7 backup system with best practices RPO and RTO targets
* 24-7 resilient system with best practice service hosting and redundant connections
* External data-centre connectivity and management
* Server room management for effective recovery and resilience including UPS
* Immutable backup management
* Up-to-date disaster recovery and resiliency documentation creation and maintenance
* Active infrastructure monitoring for early identification of capacity, connectivity, bandwidth or resources bottlenecks

# ADDITIONAL – The provision of:

* Best practices change management compliance
* Network, project and Infrastructure asset management and maintenance
* Timely resolution of allocated service tickets
* Effective priority application based on school and department requirements
* Maintenance of external relationships with MSP and or regulation entities
* Sound decision making prioritising and supporting the school’s best interest
* Effective analytical and issue resolving capability particularly for escalated tickets from within IT
* Effective and timely project completion
* Other related duties as assigned by the DILT

**KNOWLEDGE, SKILLS AND EXPERIENCE**

This position requires:

* A tertiary qualification in IT and/or relevant experience
* Minimum of 3 years’ experience in a similar role in a school, professional or corporate environment
* Excellent technical ability across modern hybrid networking infrastructure including DHCP, DNS, HTTP(S), NFS, SNMP, SMB, BGP, Proxy filters, SSH, VLAN, WPA{1,2,3}, NAT, LAG, Radius, NAC, SIP, IPV4, IPV6, LAG, QOS etc.
* Excellent technical ability across modern virtualisation hosting, eg VMWARE, PROXMOX, KVM, HYPERV etc.
* Excellent technical ability across backup and disaster recovery systems eg VEEAM, SIMPLIVITY, RAID etc.
* Proficiency managing and maintaining LINUX (Debian) servers and services
* Solid understanding of AD, AZURE, JAMF, INTUNE etc.
* Solid understanding of project management and documentation
* Completion of a National Criminal History Record Check and Working with Children Check
* An extremely high regard for confidentiality, reliability and integrity in respect to all interactions with members of staff
* Flexibility and a willingness to adapt to changing needs and requirements of the position
* Strong written and communication skills
* Demonstrated strong people skills
* Ability to operate effectively within a busy environment
* Demonstrated commitment to contributing to a positive and constructive team environment
* Ability to adapt and work effectively in a busy and supportive environment

**SAFEGUARDING CHILDREN AND YOUNG PEOPLE**

Christ Church Grammar School takes child protection seriously, and as an employee of the School, you are required to meet the behaviour standards outlined in our Child Protection Policy and the Staff Code of Conduct, as updated from time to time.

Therefore, as part of your duties and responsibilities, you are also required to:

* Provide a welcoming and safe environment for children and young people
* Promote the safety and wellbeing of children and young people to whom we provide services
* Ensure that your interactions with children and young people are positive and safe
* Provide adequate care and supervision of children and young people in your charge
* Act as a positive role model for children and young people
* Report any suspicions, concerns, allegations or disclosures of alleged abuse to management
* Maintain a valid Working with Children Check
* Report to management any criminal charges or convictions you receive during the course of your employment/volunteering that may indicate a possible risk to children and young people
* Participate in professional learning covering the Staff Code of Conduct and all school policies and procedures at least biennially

**SALARY, TERMS AND CONDITIONS:**

* The successful applicant will be employed under the Christ Church Grammar School (Support Staff Enterprise Bargaining) Agreement 2025
* Opportunity to further your career through PD and study considered
* Salary will be negotiated according to qualifications and years of experience