



St Catherine's School  
Sydney



Network and Systems  
Engineer  
Permanent full-time



# The history of St Catherine's

St Catherine's is Australia's oldest Anglican girls' school from Kindergarten to Year 12, catering for boarders from Year 7. Our purpose is to develop young women of character and intellect who are equipped to make their unique contribution to the world. For over 168 years we have welcomed all backgrounds, faiths and abilities, acknowledging that diversity enriches our community. At St Catherine's each girl discovers her passions and develops her skills within a beautiful environment that overlooks Sydney's iconic eastern suburbs beaches.

CV and letter of application should be addressed to Human Resources.

**Please email applications to [sam@discoveredpeople.com.au](mailto:sam@discoveredpeople.com.au)**

**Active support for the Christian character and purposes of the school is essential.**

This position requires the successful applicant to have a Working with Children Check in accordance with the Child Protection (Working with Children) Act 2012.

Details of how to apply are available at [www.ocg.nsw.gov.au](http://www.ocg.nsw.gov.au)





# St Catherine's School, Sydney

## Our identity

We are an Anglican school educating young women for life.

## Our purpose

To develop young women of character and intellect who make their unique contribution to the world.

## We value

Integrity • Courage • Relationships • Service.

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# Primary purpose

**Position:** Network and Systems Engineer

**Responsible to:** The Headmistress

**Reports to:** Infrastructure Manager

**Effective date:** January 2025

**Details:** This role plays a key part in supporting and maintaining reliability of the School's Network infrastructure and security. Working within the ICT Infrastructure team this role will take on the responsibility of day to day operations and key projects aimed to support network and the ICT environment of the school.

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## Major Responsibilities:

- Maintain a good working knowledge of current infrastructure and future trends.
- Maintain and monitor network security and computer systems to meet the organisation's current and future requirements.
- Manage Windows and Linux server environments, virtualisation platforms, perform system patching, backups, and commissioning new services.
- Manage the security of the network, including firewalls and web/email filters, and respond to security threats or breaches
- Proactively Monitor systems and identify performance issues proactively.
- Work within strict time frames and elevate incidents within defined timeframes.
- Work closely with the Infrastructure Manager to plan future network strategies, manage network expansion, and oversee technology purchasing.
- Resolve issues and prepare status reviews and reports.
- Create and maintain detailed technical documentation and author new procedures and policies to enhance network management and security.
- Work with other ICT team members as an escalation point to troubleshoot, taking an end-to-end approach to identify and resolve issues.

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- Contribute to the organisational procedures of the ICT Department, including maintaining assets and managing support ticket requests
- Interact and coordinate with vendors, suppliers, distributors and contract consultants.
- Participate in professional development, improving knowledge and skills relevant to the role
- Support the School by ensuring the continuity of ICT services, along with the security and integrity of data.
- Support the clients of the ICT Department (students, staff and parents), to support their effective use of technology.
- Support the other ICT teams to enable them to work towards a common goal of creating a supportive environment tasked with empowering users of ICT.

### Qualifications and experience

- Tertiary qualifications/degree in Computer Science, Information Technology.
- Extensive skills and knowledge in Windows, Linux server architecture and administration,
- Experience with Vmware, Cisco Hyperflex administration and managing other virtualised environments.
- Solid experience with Microsoft Active Directory, NPS, DHCP, Office365 / Azure Entra, Intune, SharePoint, Microsoft Exchange, SQL Server, Veeam, Vcenter.
- Strong experience in Cisco/Meraki wireless and switching technologies.
- Good knowledge of Cybersecurity across the network including cloud Infrastructure
- Strong understanding and experience of network security practices, including working with Palo Alto firewalls, WAF, SCEP and Email / Web filtering systems
- Experience working with NAS Storage Environments
- Good analytical, problem solving, troubleshooting and decision-making skills
- Excellent time management skills and an ability to prioritise

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- Experience in high-level support and project rollouts
- Significant experience in a similar role (experience in an educational setting would be highly regarded)
- Well-developed communications skills, and ability to conduct all communication with members of St Catherine's School community and external entities in an effective, professional and respectful manner

### Required Attributes

- Proactive, solution focused approach who assumes responsibility and takes ownership to provide support and resolve ICT issues across the ICT array of services
- Ability and willingness to work co-operatively with the other team members to help with volume of work or trouble shoot specific issues on diverse problems relating to network, applications or end user devices, telephones, internet etc.
- Ability to mentor and instruct less experienced team members
- A quick-thinking problem solver, able to assimilate data rapidly in order to present solutions to difficult day-to-day incidents
- A strong, dynamic character who is capable of dealing effectively with colleagues and users working in a constantly evolving environment
- Ability to remain calm under pressure and when faced with adversity or urgent issues
- Customer-focused with a "service first" mentality with strong interpersonal Skills
- Support the School by responding to all enquiries in a prompt, courteous and professional manner at all times.

### Other duties

- To comply with the schools' policies and procedures as well as health and safety requirements.
- To participate in any training when required.
- Warden responsibilities as required.

**Undertake other duties as required by the headmistress or her delegate**

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## Selection criteria

The success candidate will possess the following core competencies:

- Excellent communication and interpersonal skills
- Highly developed organisational and ICT skills
- Positivity and a high level of emotional intelligence
- Ability to work autonomously and proactively but also as part of a team
- Skills in problem solving, giving guidance and direction
- Commitment to provide technical and communications support for fundraising and community relations activities
- Ability to function effectively in a dynamic, creative environment
- Maintaining loyalty, confidentiality and support for the school
- Flexibility of working hours, including some evenings and weekends
- Willingness to actively support the Christian ethos of the school.

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# Staff benefits

- Employee Assistance Program (EAP) counselling service
- Professional development workshops and seminars
- Annual research scholarships for academic and professional staff
- Microsoft computer for academic staff whilst employed at the school
- IT support provided by ICT Learning and Teaching Facilitators
- Free influenza vaccinations
- Staff Association membership includes invitations to social occasions
- Salary packaging and novated leases available through preferred suppliers
- Voluntary superannuation and option to nominate personal superannuation fund
- Use of the school's gym and aquatic facilities
- Access to school Research Centre (for borrowing books and magazines)
- Access to school deli to order lunch daily

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 StCatherinesSchool

 @stcatherinessyd

 @StCatherinesSyd

 [www.linkedin.com/school/st-catherine's-school\\_2/](http://www.linkedin.com/school/st-catherine's-school_2/)

 StCSchoolWaverley

 WeChat ID scs2024



For more information visit

St Catherine's School

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