



TYNDALE
CHRISTIAN SCHOOL
God's Truth Prevails



SALISBURY EAST

POSITION SUMMARY
ICT OPERATIONS
MANAGER

INTENTIONALLY
CHRISTIAN
INCLUSIVE
EXCELLENT

SALISBURY EAST
50 Fern Grove Boulevard
Salisbury East SA 5109
phone 08 8250 7655
salisburyearst@tyndale.sa.edu.au
www.tyndale.sa.edu.au

MURRAY BRIDGE
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Murray Bridge SA 5253
phone 08 8531 3411
murraybridge@tyndale.sa.edu.au
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STRATHALBYN
28 East Terrace
PO Box 642
Strathalbyn SA 5255
phone 08 8536 5400
strathalbyn@tyndale.sa.edu.au
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VACANCY: ICT OPERATIONS MANAGER – SALISBURY EAST

Dear applicant

Thank you for enquiring regarding the ICT Operations Manager position at Tyndale Christian School – Salisbury East. This document, read in conjunction with the job description, will provide you with important information regarding the position.

About the School / Background

At Tyndale Christian School, our Vision, Mission, Core Purpose, Statement of Faith and Core Values underpin who we are and why we outwork our business in the manner in which we do. We aim to be *intentionally Christian, inclusive and excellent* in everything that we do.

The Schools serve local communities with a high levels of socio-economic disadvantage; learning needs and disability; indigenous and new immigrant families; a mix of suburban, town and regional communities; and a core group of Christian families that are invested in their local churches and/or who desire their children to be educated in a setting with strong Christian ethos and values. We actively encourage every person to belong rather than attend, to become a part of the community and a part of the school family. One of the main choices we face in life is whether we will be spectators or participants, and this is no different when it comes to schooling – for parents, staff and students. All staff at Tyndale schools are Christians and regularly attend a church of their choice. We believe it is important that staff demonstrate their faith actively and as role models to those in the school community.

The Tyndale Christian Schools – Salisbury East, Murray Bridge and Strathalbyn are independent, co-educational, inter-denominational schools governed by a Board of Governors. The Board appoints the Head of Schools who, as their Executive Officer, oversees the leadership and management of the schools on a day-to-day basis. Supporting the Head of Schools is the Deputy Head of Schools, the Director of Corporate Services and the Director of Studies. The Head of Schools has an Executive Leadership Team at each school. The Salisbury East campus has 1500 students from Reception to Year 12; Murray Bridge 200 students; and Strathalbyn 320. While each of the schools is a separate entity, the three schools work together to harness resources and outcomes which are best for the group.

From an ICT perspective, our overall strategy is to build ICT facilities and systems that support collaboration and mobility across all campuses. The School leads ICT strategically, with a strategy committee with significant representation from the Executive leadership team, supported by teaching and learning and business sub-committees.

Infrastructure and network has been rebuilt from the ground up over the last 3 – 4 years, and this work is being reproduced at Strathalbyn and Murray Bridge. The Schools are well into a strategy to allow mobility and access to network resources no matter which campus an employ is located. The Schools also have well developed device programmes for students – at Salisbury East, every student from Year 3 to Year 12 has a 1:1 school-funded notebook, with students in Reception to Year 2 having close to 1:3 access to school devices. At Strathalbyn and Murray Bridge, 2018 will see students from Year 7 to Year 12 at each school having a 1:1 school-funded notebook.

About the position

As a result of a recent staff departure, the Learning and Administration Technology Services (LATS) team is looking to employ an ICT Operations Manager to join the team. The position is located at Tyndale Christian School – Salisbury East. The successful applicant will work in a team of seven, providing ICT strategy; application development and support; network and infrastructure support; and client device support.

The applicant will work in an intentionally Christian environment, where they are able to blend their professional aspirations with their Christian faith and a school setting, working with a dynamic, friendly and supportive team.

A job description for the position is available upon request or from the School website: [Community > Employment](#).

We are looking for an energetic, focused and dedicated person with an aspiration of excellence looking to provide technical leadership to the Tyndale ICT team. We strongly desire a commitment to ongoing learning and a focus on successful customer outcomes.

As an ICT team we are formalising our structures and processes in line with ITIL principles and this is a great opportunity to lead part of a committed team working with modern and varied technology, supporting our education outcomes.

The position would suit applicants with one or more of the following aspirations:

- You have specialised or general systems engineer skills and wish to use and develop these skills across a multi-campus setting;
- You are comfortable operating under the leadership of the Director of eLearning and within a team context;
- You are looking for a position in a strong community setting, and will enjoy the possibilities of working in a strong and vibrant leadership team with an intentionally Christian character;
- You will be a senior member of the LATS team, and will have an opportunity to lead in design, operations and specific projects across all three schools.

Position details

The position is classified as a salaried position, and is a full-time, permanent position. The School has an Enterprise Agreement which provides a range of modern benefits and conditions. A brief summary of conditions are as follows:

Appointment length:	Permanent, full-time
Reporting to:	Director of eLearning
Remuneration package gross value:	To be discussed at interview – dependent on experience and qualifications
Annual leave:	4 weeks p.a.
Personal (sick and carers') leave:	10 days p.a.
Long service leave:	1.3 weeks for each completed year of service
Other conditions:	As per Employment Agreement and Tyndale Christian School Enterprise Agreement

Enquiries

Those considering applying for the position are strongly encouraged to make enquiries. This enables

potential applicants to get a greater understanding of the role and the school than could otherwise be achieved by simply reading the job description or this position summary. This enquiry can be made by phone or we can also arrange a tour of the school prior to application.

Enquiries regarding the position can be directed to Josh Martin using the contact details below.

Director of eLearning
Tyndale Christian School
50 Fern Grove Boulevard
Salisbury East SA 5109
joshuamartin@tyndale.sa.edu.au
Phone: 08 8282 5121
Mobile: 0429 692 837

Applications

Applicants must complete an Application Form – available from the School's website – accompanied by a resume and with professional and personal referee contacts. **Applications close Monday 22 January at 4:00pm.**

Applications are to be addressed to:

Mr Andrew Davies
Director of Corporate Services
Tyndale Christian School
50 Fern Grove Boulevard
SALISBURY EAST SA 5109

Applications may be provided in person, or electronically to employment@tyndale.sa.edu.au. Applications will not be accepted unless accompanied by a completed and signed Application Form available from the pages of the School's website: www.tyndale.sa.edu.au > Community > Employment.

Selection process

The selection process for the position will be as follows:

1. Applications will be reviewed and a shortlist of applicants chosen. Those applicants who have not been shortlisted will be notified as soon as possible.
2. The School may utilise the services of independent consultants to assist in the selection and appointment to the position, and sometimes also conducts two interviews or may couple the interview with a practical assessment.
3. It is anticipated interviews will occur late January/early February with the successful applicant being advised as soon as possible after interview.
4. Dependent on the notice period required, the successful applicant will ideally commence as soon as possible in Term 1.

Interstate applicants will be given consideration and arrangements made to accommodate travel arrangements, where appropriate.