



TCS GROUP

**POSITION SUMMARY**  
**ICT SUPPORT**  
**OFFICER**

**INTENTIONALLY**  
**CHRISTIAN**  
**INCLUSIVE**  
**EXCELLENT**

**SALISBURY EAST**  
50 Fern Grove Boulevard  
Salisbury East SA 5109  
phone 08 8250 7655  
[salisburyearst@tyndale.sa.edu.au](mailto:salisburyearst@tyndale.sa.edu.au)  
[www.tyndale.sa.edu.au](http://www.tyndale.sa.edu.au)

**MURRAY BRIDGE**  
136a Adelaide Road  
PO Box 1460  
Murray Bridge SA 5253  
phone 08 8531 3411  
[murraybridge@tyndale.sa.edu.au](mailto:murraybridge@tyndale.sa.edu.au)  
[www.tyndale.sa.edu.au](http://www.tyndale.sa.edu.au)

**STRATHALBYN**  
28 East Terrace  
PO Box 642  
Strathalbyn SA 5255  
phone 08 8536 5400  
[strathalbyn@tyndale.sa.edu.au](mailto:strathalbyn@tyndale.sa.edu.au)  
[www.tyndale.sa.edu.au](http://www.tyndale.sa.edu.au)



## **VACANCY: ICT SUPPORT OFFICER – SALISBURY EAST / STRATHALBYN / MURRAY BRIDGE**

Dear applicant

Thank you for inquiring regarding the ICT Support Officer position at Tyndale Christian School. 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 growth in our ICT services, the Learning and Administration Technology Services (LATS) team is looking to employ an ICT Support Officer to join the team. The position is shared across all three schools – Salisbury East (3 days/week), Strathalbyn (1 day) and Murray Bridge (1 day). 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 grow and develop their ICT skills in a supportive environment. 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 be 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 experience in providing Level 1 and 2 support to end-users, and you enjoy the challenge and reward of working with others and finding support and solutions to meet their needs;
- 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 are looking to develop your ICT skills in a dynamic and varied environment that encourages growth.

## Position details

The position is classified as a salaried position, and is a full-time, permanent position. Alternatively, applications from those seeking part-time employment will be considered. 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:	1 x Permanent full-time OR 2 x part-time = 1.0 FTE
Reporting to:	Director of eLearning
Location:	Salisbury East (3 days/week), Strathalbyn (1 day), Murray Bridge (1 day)
Remuneration package gross value:	\$70,515 - \$74,213 (1.0 FTE)
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](mailto: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](mailto: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](http://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(s) 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.