

POSITION ADVERTISEMENT

Title:	ICT Systems Administrator
Area:	ICT Department
Full-time/part-time:	Full-time (1.0 FTE)
Commencement:	Immediately
Contract:	Permanent Ongoing
Terms and Conditions:	<i>Educational Services (Schools) General Staff Award 2020</i>

Geraldton Grammar School (GGS)

Geraldton Grammar School is a co-educational Anglican K–12 school in Geraldton's scenic Midwest, set on 18 hectares with ocean views and landscaped grounds. With over 700 students, we offer a welcoming, inclusive environment supported by dedicated staff and a strong culture of excellence.

Our ICT team plays a vital role in enabling high-quality teaching and learning through reliable systems, responsive support, and innovative solutions. Staff benefit from a collaborative workplace, and opportunities to contribute beyond their core role.

Child Safety Commitment

Geraldton Grammar School takes child protection seriously. All candidates for roles at Geraldton Grammar School are subject to screening and assessment against child safety standards as part of our thorough recruitment process.

The Position

We are seeking a knowledgeable and reliable ICT System Administrator to join our dedicated school community. Reporting to the ICT Manager, this role is responsible for supporting the stable, secure, and efficient operation of the school's ICT infrastructure, application, and database platforms.

The ICT System Administrator plays a key role in integrating, maintaining, and auditing identity management systems, ensuring the integrity and accuracy of user and database information. The role provides technical support across the school community, contributing to the smooth delivery of ICT services that support both teaching and administrative functions.

Responsibilities include diagnosing and repairing hardware and software faults, resolving network and connectivity issues, and installing, configuring, and maintaining devices and software systems. The position also involves data entry and record management, liaising with external vendors and service providers, and ensuring database, licensing, and user account information remains current and compliant.

The successful applicant will demonstrate strong technical and analytical skills, attention to detail, and the ability to prioritise and manage multiple tasks effectively. A proactive and customer-focused approach, combined with a commitment to maintaining secure and reliable ICT operations within an educational environment, is essential.

This position offers an excellent opportunity to contribute to a progressive and technology-driven school, supporting innovation and operational excellence across all areas of ICT.

Selection Criteria

Essential:

- Experience with administration of Microsoft environments (Office 365, Teams, Entra, Purview, SharePoint, and Intune)
- Experience with Linux platforms
- Experience with Windows Server 2016/2019/2022 with AD/DNS/DHCP/GPO)
- Experience with cloud technologies, scripting, and automation tools
- Familiarity with security best practices, backup, and disaster recovery procedures

- Strong communication skills, both written and verbal, with the ability to explain technical concepts to non-technical users
- Strong time management, organisation, and multi-tasking skills with the ability to work independently and in a team
- Ability to hold a valid Working with Children Check
- Ability to obtain National Police Clearance

Desirable:

- Microsoft Certification or a Degree/Diploma in Information Technology
- Experience in penetration testing and security auditing
- Experience with MDM platforms such as Microsoft Intune or Jamf
- Experience working with Windows Server platforms
- Experience working with Microsoft platforms
- Minimum of 3+ years working experience required

Key Benefits

- **Professional Development:** Access ongoing learning and tailored training to support your career growth.
- **Supportive Community:** Join a respectful, inclusive school culture where staff are genuinely valued.
- **Discounted School Fees:** Receive a 25% pro-rata tuition discount for your children from Kindy to Year 12.

How to Apply

If you are interested in applying for these opportunities, please include the following in your application:

- A covering letter addressing your suitability for the role based on the skills, knowledge and experience requirements outlined in the role description (Maximum 2 pages)
- Your current CV (Maximum 4 pages);
- Copies of your relevant qualifications and registrations;
- The contact details of three (3) professional referees, including your most recent line manager/s.

Applications should be forwarded via email to employment@gegs.wa.edu.au.

APPLICATIONS CLOSE AT 9AM ON FRIDAY 28 NOVEMBER 2025.

The School reserves the right to appoint at any stage throughout the process.