



THE KING DAVID SCHOOL

POSITION DESCRIPTION

Network Administrator

POSITION	Network Administrator
RESPONSIBLE TO	ICT Manager
EMPLOYMENT TERMS	• Employment is in accordance with terms and conditions as outlined in the Educational Services (Schools) General Staff Award 2020 and The King David School Agreement 2023 - 2025 • Remuneration is in accordance with the Educational Services (Schools) General Staff Award 2020 and dependent on skills and experience
PREPARED BY	Human Resources
ISSUE: 01	DATE: August 2026

All staff members of The King David School are expected to support and promote the School's mission. The King David School exists to provide both excellence and opportunity in education from infancy to year 12. It will foster the development of each individual student in its care paying careful attention and respect to their unique needs, abilities and aspirations. It will fulfill its goals with reference and respect to the contemporary Australian society within which it is so fortunate to exist.

The School has a universal expectation for the protection of the young people in its care and is committed to ensuring that all staff promote the inherent dignity and fundamental right of students to be respected and nurtured in a safe school environment. The School has a zero tolerance of all forms of child abuse and actively works to listen to and empower students. The School has policies and processes in place to protect students from abuse and takes all allegations and concerns seriously, and responds in line with the organisation's policies and procedures.

The Network Administrator is responsible for the day-to-day maintenance, technical configuration, and hands-on operational support of the School's computer infrastructure, hardware endpoints, and network environment.

Reporting directly to the ICT Manager, the Network Administrator ensures that core network components, peripheral devices, user accounts, and physical hardware are proactively maintained, secured, and operating reliably across all school campuses to support teaching, learning, and administrative functions.



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SPECIFIC RESPONSIBILITIES

1. Network and Infrastructure Administration

- Administer and maintain the School's network switching infrastructure, firewall , and security monitoring tools under the guidance of the ICT Manager.
- Support and maintain the School's wireless access points to ensure stable, high-performance connectivity across all campus areas.
- Maintain daily administration of domain and directory services, including user accounts, passwords, storage quotas, and security access permissions.
- Manage network printer deployments, print management software, and fleet maintenance.
- Execute routine maintenance of server infrastructure .
- Assist with network cabling audits, patching, and hardware setup across campus spaces as required.

2. Backup Management and System Security

- Perform and verify daily, weekly, and monthly system backup procedures across all servers.
- Perform regular backup restore tests to ensure data recovery integrity and business continuity compliance.
- Enforce workstation security policies, Group Policies (GPO), and device compliance configurations.
- Ensure all managed endpoints maintain up-to-date threat protection, antivirus definitions, and operating system patches.
- Assist in monitoring and maintaining auxiliary security hardware, including physical access control systems, CCTV storage servers, and emergency alarms.

3. Hardware, Endpoint and Fleet Management

- Perform routine preventative checks and maintenance on all computer equipment, AV hardware, and peripheral devices across all school rooms and campuses.
- Sustain the School's 1:1 managed endpoint program for staff and students.
- Oversee the hardware fleet (desktops, laptops, iPads, printers, and peripherals), including secure storage, deployment, and device lifecycle management.
- Maintain accurate electronic inventory records, tracking serial numbers, device locations, software licensing, and warranty details.
- Perform hardware upgrades, repairs, and coordinate warranty returns or vendor repair quotations.
- Develop, test, and deploy Standard Operating Environment (SOE) images for school endpoints.



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4. Technical Support and Service Delivery

- Provide responsive, customer-focused Level 1 and Level 2 technical assistance to staff and students via the ICT HelpDesk system.
- Assist with classroom AV, event technical setups, and general user troubleshooting.
- Ensure technical support requests are resolved or escalated efficiently to maintain minimal disruption to learning and business operations.
- Assist in delivering general ICT orientation or technical support to staff members as needed.

5. General Operational Support

- Liaise with external hardware, software, and cabling contractors for technical support or project delivery as directed by the ICT Manager.
- Maintain awareness of developing trends in hardware, networking, and technical support fields.
- Perform any other ICT operational duties as assigned by the ICT Manager or Chief Finance and Operations Officer.

6. Salary and On-call Allowance

- Monday – Friday: 41 minutes each day = 3 hours and 26 minutes
- Saturday – Sunday: 1 hour each day = 2 hours
- The total on-call allowance is 5 hours and 26 minutes per week at your ordinary rate of pay. This is a taxable allowance

GENERAL ACCOUNTABILITIES FOR ALL STAFF

- a. Demonstrate duty of care to students in relation to their wellbeing
- b. Be well informed and comply with the School's obligations in relation to Child Safe Standards and processes for reporting suspected abuse
- c. Adhere to the School's professional dress code
- d. Attend all relevant staff meetings, assemblies, community days and staff professional learning days
- e. Demonstrate professional and collegial relationships with colleagues
- f. Commit to and actively support the School's agenda for continuous improvement through participation in school improvement planning as required
- g. Support the Mission, Vision and Values of the School
- h. Be familiar with and comply with all School policies and procedures
- i. All other duties as assigned by the Principal



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ESSENTIAL SKILLS

The Network Administrator must be able to demonstrate:

- Strong practical experience in computer hardware maintenance, desktop support, and network administration within a multi-site environment.
- Practical knowledge of core networking protocols (TCP/IP, DNS, DHCP, VLANs), wireless networking, and firewall concepts.
- Working knowledge of server virtualisation (VMware), Windows Server environments, Active Directory/Entra ID, and cloud ecosystems (Google Workspace & M365).
- Excellent troubleshooting, organisational, and time-management skills.
- Strong interpersonal skills with the ability to communicate technical information clearly and patiently to school staff and students.

KEY PERFORMANCE INDICATORS

KPI 1	Staff and students receive prompt, courteous, and effective technical support through the HelpDesk, with tickets resolved within agreed service targets.
KPI 2	All computer equipment, classroom devices, peripherals, and network hardware are proactively checked, maintained, and inventoried with minimal unplanned downtime.
KPI 3	Full compliance with daily/weekly backup schedules, regular recovery tests, and timely deployment of OS security updates and antivirus definitions.

Please sign below to confirm that you have read and understood the Position Description above:

Signature
Date