Whitsunday Anglican School is an Anglican School devoted to providing for students in a caring environment, a first-class education aimed at developing their best qualities, broadening their horizons, preparing them for the ever-changing demands of a career, and equipping them to meet and enjoy the challenges of life in the twenty-first century.

The major functions of the School Board are the appointment of the Principal, the fixing of the annual budget and the fixing of school policy. The day to day running of the school is the responsibility of the Principal acting in the role of Chief Executive Officer. All staff are responsible for carrying out their duties.

In performing their duties, all members of staff are expected to:

- Promote and foster the effectiveness of the School
- Reflect and nurture the vision of the School in the course of their work
- Demonstrate commitment to Christian leadership through vision, service and example
- Motivate and energise staff, students and parents by fostering quality relationships and community development through dynamic and collaborative leadership
- Provide effective leadership through the use of well-developed conflict resolution and negotiation skills
- Promote the need for integrity, confidentiality and professionalism at all times and lead by example.
- Maintain professional competence and current knowledge in educational trends.
- Consistently demonstrate commitment to the school core values of Christianity, Tolerance, Excellence, Dignity and Trust.

Position: Manager of Information Services

Classification: School Officers Level 6 – Technology & Communication

Reports to: The Principal through the Business Manager

SCHOOL’S VISION STATEMENT: Learning through Love, Living by Faith, Leading with Service.

SCHOOL’S MISSION STATEMENT: Within a framework of Christian values provide an engaging and supportive learning experience that achieves the best outcome for the individual.

The Role of the Manager of Information Services

The Manager of Information Services will be a highly motivated and enthusiastic professional who will manage Information Technology Services throughout the School and ensure an efficient, reliable and modern department which supports and responds to the needs of the School. He/She will manage and co-ordinate the Information Technology staff.

He/she is expected to participate in the life of Whitsunday Anglican School and attend relevant meetings and events as required.
SPECIFIC ACCOUNTABILITIES:

- Responsible for the operation of an IT/Information Services Centre which provides complex and varied services with a Strategic focus.
- Manage the allocation and monitoring of resources in the IT/Information Services Centre.
- Provide subject matter expertise and/or policy advice across a range of programs or activities undertaken by this school area.
- Formulate policies and provide specialist advice on policy formulation to the School’s Senior Management.
- Research and examine likely long-term requirements for IT and computer systems, suggest alternative plans and strategies and report on their feasibility.
- Investigate and design the implementation of computer systems/networks and configurations to meet specific needs of work areas.
- Develop, coordinate and present appropriate Information Technology training courses.
- Generate management reports and Government reports including accountability and compliance processes.
- Be involved in the development of software, hardware or applications systems and solutions based on the use of current computer techniques. This includes:
  - Managing SQL databases, including TASSWEB
  - Assist in the management, development and structure of the School’s website
  - Monitoring the performance of Learning Management Systems
  - Configuring and managing Parent Teacher Online Interview System
  - Managing Clickview system
- Be involved in the development of IT and computer systems, and recommend changes and improvements in such systems where appropriate.
- Investigate, interpret or evaluate information for the guidance of staff or management in the IT and computing area when required.
- Provide professional and expert advice to staff and students in the IT, ICT and computing area.
- Undertake maintenance programming tasks, including investigation and design requirements necessary to implement changes to existing systems. Including:
  - the maintenance of network servers
- Prepare reports, proposals and submissions for the school management team and external bodies. Including:
  - The development and management of the department’s budgets
  - Liaising with external contractors
  - Liaising with solution providers and vendors
  - Liaising with financiers regarding leasing contracts for computers and AV equipment.
- Formulate procedural policy and guidelines in the employee’s area of responsibility and submit these as recommendations for decision and prepare supporting statements as necessary. Including a framework and processes for data storage, dissemination and backup
- Develop systems and procedures for implementation in accordance with school policy and ensure that such systems are maintained and that regular reports (and other system outputs) are provided to management and school decision making processes. Including:
  - developing and maintaining schedules for IT related infrastructure replacement
  - internet connectivity and filtering according to School’s policy.
- Ensure the integrity and safety of all the School’s IT, network, content, systems and hardware.
All staff at Whitsunday Anglican School are to:

1. DUTY OF CARE:
   - be responsible for and supervise matters relating to Risk Management within the area of responsibility. This includes ensuring staff are operating in accordance with School policy in this area and that appropriate evaluation processes are in place and operative
   - take responsibility for pastoral needs, Duty of Care and the standards of behaviour of students inside and outside the classroom. This includes students you do not teach.
   - act as an appropriate role model for students
   - actively support the School Code of Behaviour and Rules and insist on acceptable standards of behaviour in students
   - encourage students to take responsibility for their own actions and make them aware of the need to show respect for others in interpersonal relationships
   - know and implement Emergency and Accident procedures
   - follow Workplace, Health and Safety procedures
   - report irresponsible or improper behaviour to the HOF/Co-ordinator of the Year level concerned, indicating what action you took
   - report student problems (academic/personal) to the Co-ordinator of the Year level, indicating what action you took
   - report continuing or significant behavioural problems and academic problems to the Co-ordinator of the Year level at the earliest opportunity

2. PASTORAL CARE:
   Provide supportive and effective Pastoral Care by:
   - insisting on just actions and encouraging gentleness, kindness and integrity in interpersonal relationships
   - encouraging students to use pastoral care and personal development opportunities provided
   - reporting students’ needs promptly to the Co-ordinator in charge of the Year level.
   - ensuring that the School environment remains clean and pleasant
   - participating in the co-curricular life of the School including House activities.

3. GENERAL
   Demonstrate support for the School’s philosophy, policies and procedures, core values and commitment to the Anglican ethos by:
   - ensuring daily behaviour reflects the School’s ethos and values
   - fulfilling responsibilities outlined in the School’s Child Protection Policy
   - ensuring records of communication are maintained and provided to other relevant staff members as required
   - communicating effectively with all teaching staff, parents, students and all other staff
   - playing an active role in supporting the cleanliness and safety of the school site
   - encouraging cooperative parent contact and fostering positive community attitudes toward the School
   - following safe working procedures developed for the School
   - completing an Incident Report Form for all incidents that occur through ERM
   - reporting any Workplace Health and Safety concerns or hazards immediately to the Workplace Health and Safety Advisor.

Other duties as may be required from time to time
- Given the dynamic environment in which the School exists, the Principal reserves the right to alter the position description at any time to reflect emerging priorities and needs. Every effort will be made to consult regarding such alterations.
VERIFICATION

This section verifies that the position holder and supervisor have read the above position description and are satisfied that it accurately describes the position.

Position Holder: Name: ........................................................................................................

Signature: ....................................................................................................................... 

Date: .................................................................................................................................

Head of Staff: Name: ....................................................................................................... 

Signature: .........................................................................................................................

Date: .................................................................................................................................