

Position Title: IT Support Officer

Date: Feb 2019



1. Summary

The IT Support Officer role supports the technology infrastructure used by the JSSG Committee, which includes the administration and configuration of the Microsoft Hotmail/Outlook email systems, website related systems and Flexischools.

2. JSSG Mandate

The IT Support Officer role has an over-arching obligation to ensure the JSSG's aims are adhered to during their term.

The aims of the JSSG are: Our aim is to enrich the educational and extra-curricular experiences of the children of St Paul's Junior School. We do this by:

- *Fostering School community spirit by promoting communication between parents, the School and students*
- *Supporting the management and staff of St Paul's*
- *Encouraging relationships with other supporter groups and communicating the needs of the Junior School accordingly*
- *Cooperating with the St Paul's School Association on matters relating to the St Paul's Junior School*
- *Conducting a wide range of appropriate supporting activities*
- *Directing any funds raised from the above activities back to St Paul's Junior School.*

3. Essential Duties and Responsibilities

Essential duties and responsibilities include the following:

1. Work collaboratively with all members of the JSSG to ensure matters are addressed without delay.
2. Assist JSSG Committee members with the setup of JSSG email accounts and One Drive client on personal devices and computers.
3. Administration of the jssg.org.au domain name through the VentralIP control panel. Renewal of the jssg.org.au domain name through VentralIP. The domain is renewed every two years on the 10th February and is next due for renewal on 10/02/2020.

4. Manages the Flexi-schools process for all JSSG products/campaigns and ensures they are provided to Flexi-schools, at the very latest, 14 business days prior to when they are required to go live.
5. Other duties as required.

4. Association membership

Office Bearer must complete and submit a St Paul's School Volunteer Details Form and be a member of the SPS Supporters' Association and Junior School Supporters' Group (JSSG). Membership of the **Association** ensures the Office Bearer is covered by the relevant insurance policies taken out by the Association for volunteers.