



Information and Communications Technology (ICT) Officer

Location: Tallowood Steiner School 220 Bellingen Rd Bowraville NSW 2449

Employment Type: Ongoing Position part time FTE 0.4 (15.2 hours) per week.

Commencement: Negotiable. December 2026 or Early 2027.

About Tallowood Steiner School: Growing Independent Steiner School in Bowraville.

We are seeking a support focused **ICT Officer** to ensure reliable technology and cyber-security resilience across our school community.

The role: Reporting to the executive team, the ICT Officer delivers technical support and coordinates with external specialist providers to maintain secure, resilient systems.

Key responsibilities

- Provide responsive ICT support for staff, students, devices, networks and core systems.
- Administer identity and access controls, including MFA, passphrases and password management.
- Manage school-provided staff devices and secure mobile/BYOD data access.
- Maintain network, Wi-Fi and firewall security, separating staff, student and guest access.
- Manage and test encrypted backups, restoration and recovery readiness.
- Strengthen email security, including SPF, DMARC and anti-phishing controls.
- Monitor security alerts and assist with incident containment and recovery.
- Help maintain and test Cyber Incident Response and business-continuity plans.
- Maintain accurate ICT documentation, asset records and procedures.
- Deliver practical cyber-security awareness support for staff.
- Support privacy, data governance and data retention practices.
- Liaise with external ICT vendors and cloud-service providers.
- Manage the school website and other platforms.

Essential skills and experience

- Demonstrated experience providing ICT support in a school or similarly complex organisation.
- Experience administering cloud productivity platforms, accounts, devices and permissions.
- Sound knowledge of cyber-security controls (MFA, endpoint protection, backups, email security).
- Experience supporting networks, Wi-Fi, firewalls and device management.
- Ability to diagnose and resolve hardware, software, connectivity and account-access issues.
- Strong documentation, prioritisation and stakeholder-management skills.
- Commitment to privacy and confidentiality
- A valid Working With Children Check (WWCC) and an ongoing commitment to child safety.

Desirable

- Experience in an education setting and familiarity with school administration, finance or learning systems.
- Experience with Google Workspace, Microsoft 365, cloud backups, SIEM/security monitoring or managed service providers.
- Relevant ICT or cyber-security qualifications or industry certifications.
- Experience delivering staff training or cyber-security awareness activities.
- Social media engagement and marketing.

How to Apply

We would love to hear from you. Please submit your resume and a cover letter outlining your relevant experience addressing the essential and desirable criteria to businessmanager@tallowood.nsw.edu.au by 23 November 2026 by 2pm.

For any further information regarding this role, please phone Lyn on 0475 414 569.

Tallowood Steiner School is committed to child safety; applicants must meet all relevant employment screening and Working with Children Check requirements. Tallowood Steiner School employs under the conditions of the Independent Schools NSW (Professional and Operational Staff) Multi-Enterprise Agreement 2025.