**Purpose of the position:**

* To assist with the delivery, maintenance and function of IT assets and services utilised by Evesham Road Kindergarten in its daily operation

**Commitment:**

* Be familiar with the Evesham Road Kindergarten Constitution and Philosophy
* To complete all Legal and mandatory documents including but not limited to Police Check, WWC, PA02
* Adhere to and sign a Code of Conduct.
* Adhere to and sign a Child Safety Code of Conduct and attend any training required.
* To prepare comprehensive process notes to hand over to the next Committee regarding any current

and relevant information

* Act in the best l interest of Evesham Road Kindergarten

**Skills:**

* IT background, knowledge and experience are preferred
* Excellent written and verbal communication skills, vendor management experience
* Problem solving skills

**Key Tasks:**

* Advise the ERK Committee and Executive Committee, in relation to any purchases or procurement of IT equipment and/or services that are required to operationally support the kindergarten, and in securing of its data.
* Own and lead initiatives for the upgrade or maintenance of IT infrastructure.
* Support the staff and kindergarten to resolve any IT issues including:
	+ **Printing**\*, staff to contact DDS (the managed services provider) for support
	+ **Internet** and **VoIP telephony** services
	+ Internal **LAN** and **WiFi** networks
	+ **Administration** of the “*Google Workspace for Education Fundamentals*” environment. Create/Disable accounts, reset passwords, etc.
	i.e. Email, Calendars, Secure documents repository, Video chat, etc.
	+ **Website**\*, is hosted by SLV who are responsible for its uptime and availability.
	- ERK’s IT Officer is responsible for the maintenance of the WordPress software that the website is built upon.
	+ **Domain renewal** of *eveshamroadkinder.com.au*, the kindergarten’s back-office domain, used by the “*Google Workspace for Education Fundamentals*” environment
* This position does not mandate monthly attendance to Committee Meetings, however as the underlying IT systems support the kindergarten business, it is highly recommended to attend to field any questions that may arise.

**Appendix:**

The following vendors and entities provide services and support to the kindergarten:

* **Printing** - [Digital Document Solutions](https://www.ddsgroup.com.au/) (DDS Moorabbin) – Peter: 03 8552 3411
* **Internet** – [iiNet](https://www.iinet.net.au/) – 13 22 58
* **Enrolments** – [EnrolNow](https://www.enrolnow.com.au/) - support@enrolnow.com.au / Tania: 1300 660 025
* **Website** - [State Library Victoria](https://kindergarten.vic.gov.au/support/) (SLV) - info@kindergarten.vic.gov.au / Kayne: 03 8664 7001
* **Back-Office Domain** –[Crazy Domains](https://www.crazydomains.com.au/)– 1300 210 210
* **City of Kingston** – [Family Youth and Children’s Services](https://www.kingston.vic.gov.au/Services/Family-and-Children) – Cat: 03 9581 4885