

# ICT Assistant

## St Michael's Primary School Manilla

### Position Description

[Click here to apply.](#) Applications close 26 May 2022

<b>Enterprise Agreement</b>	NSW and ACT Catholic Systemic Schools
<b>Stream</b>	General Employee - School Administrative Services
<b>Hourly Rate of Pay</b>	\$29.49 - \$33.48 gross per hour (based on qualifications, skills & experience)
<b>Reports to</b>	Principal
<b>Location</b>	St Michael's Primary School Manilla
<b>Employment type</b>	Part-time (10.4) hours per fortnight
<b>Employment status</b>	Permanent

### About St Michael's Manilla

St Michael's Manilla offers quality teaching and learning in a supportive and challenging environment to 96 students with teachers who go above and beyond to ensure that each child's light shines. Staff at St Michael's believe that their students are their best advertisement; confident, creative, capable and competitive.

St Michael's School is a small but extremely welcoming school, with the feel of an extended family. This strong family and community atmosphere is enhanced through close bonds with St. Michael's Parish and the wider community. St. Michael's motto is "Let Your Light Shine". This reflects the staff's commitment to encouraging each member of the school community to be prepared to use their God-given abilities for the benefit of the Manilla community as a whole.

St Michael's is located in Manilla, only a 40 minute drive from Tamworth. Manilla is a town of 2,500 people surrounded by rich countryside, local dams and national parks, which makes it an ideal place for those who enjoy boating and fishing, bushwalkers, and rock climbing enthusiasts. Manilla is internationally recognised as an exciting destination for sports flying including paragliding, hang gliding and sailplane gliding. Mount Borah hosts state and national paragliding competitions every

year and in 2007 hosted the first Paragliding World Championship outside Europe. The town also hosts the Manilla campdraft in September and the VRA Antiques and Collectors fair in October. Manilla is only a 40 minute drive to Tamworth, home of the Country Music Festival held every January. St Michael's and Manilla may be small in number but there is nothing small about the school or town!

For further information on the school, please visit <https://stmichaelsmanilla.catholic.edu.au/about/>

## Position Purpose

The purpose of the position is to provide ICT assistance and support to the school to ensure that the ICT administrative functions of the School are managed efficiently and effectively.

The duties and responsibilities of this role are intended to be wide in their interpretation and will be constantly reviewed in line with the changing nature of the School's operational requirements and environment.

## Commencement

The commencement date for this position will be negotiated with the successful applicant.

## Key Responsibilities

### Main duties

- Liaise with staff, students, parents or third parties, either face-to-face or over the phone, in providing technical assistance, support and troubleshooting.
- Assist with creating procedural documentation for staff and students.
- Assist with creating ICT training resources for staff.
- Assist with ICT professional development sessions for staff.
- Maintain an accurate registry of ICT equipment across the school.

### General duties

- Troubleshoot system and network problems, diagnosing and solving hardware or software faults.
- Work independently and continuously on a task until completion (or referral to Principal (or delegate), CSO ICT Services or third-parties, if appropriate).
- Support the roll-out of new hardware, operating systems and applications.
- Test and evaluate new technology when required by Principapl (or delegate) or CSO ICT Services.
- Set up new user passwords and assist with login and password issues. (or referral to CSO ICT Services if appropriate).

- Inspect and perform minor repairs as directed by the Principal (or delegate) or CSO ICT Services, and work with external vendors for the repairs to ICT equipment as required.
- Undertake other tasks as directed by the Principal (or delegate).

St Michael's Manilla reserves the right to alter roles and responsibilities and requirements as required

## **Selection criteria**

### **General expectations of staff at St Michael's Manilla**

- Respect of and a commitment to the Catholic ethos and a willingness to foster it.
- Serve the employer faithfully, honestly, efficiently and diligently, and exercise all due care and skill in the performance of your duties.
- Ensure appropriate behaviours when engaging with children.
- Act as a team member, developing and supporting the philosophy and ethos of the team.
- Willingness to undertake professional development.
- Maintain strict observance of school policies, rules and procedures, including the reporting of improper or unethical conduct.
- Observe and comply with all WHS protocols.
- Ensure all colleagues, students and parents are provided with quality service in a timely, efficient and friendly manner.
- The ability to maintain strict confidentiality and to exercise discretion and sound judgement.
- Act in a professional and respectful manner at all times.
- Employment with St Michael's is conditional upon successful applicants having or obtaining a valid and current NSW Working with Children Check Clearance.

### **Essential criteria**

- Cert III in Information Technology or equivalent experience
- Effective oral and written communication skills, including the ability to prepare documentation and maintain records for activities undertaken
- Demonstrated ability to deliver responsive and innovative client service and to work with a wide variety of clients with varying levels of technological experience
- Demonstrated ability to conduct training, both in an ad-hoc and formal setting
- Demonstrated ability to work with minimal supervision and use initiative to manage multiple priorities in a high volume work environment

### **Desirable criteria**

- Knowledge of the Google Workspace
- Knowledge of Windows OS environment
- Knowledge of macOS and iPadOS

## Application

For questions regarding the professional nature of this position, please contact Bronwyn Underwood, Principal on 02 6785 1757 or email [bunderwood@arm.catholic.edu.au](mailto:bunderwood@arm.catholic.edu.au)

Before submitting your application, please ensure the following:

- You have carefully read the position description and ensure you understand the role you are applying for and that it is suited to your skills, experience and qualifications.
- **Complete the relevant online application form** by [clicking here](#) and attach a cover letter (optional) and CV that clearly outlines your qualifications and career history.

## Vaccination Requirements

All NSW school staff are required to have received two doses of an approved COVID-19 vaccine or have a valid contraindication medical certificate in accordance with the [Public Health \(COVID-19 Vaccination of Education and Care Workers\) Order 2022](#). These requirements are essential to gain employment with the Catholic Schools Office Diocese of Armidale. Your vaccination status may be discussed as part of the recruitment and selection process.

*Preferred applicants must have the right to work in Australia and will be subject to employment screening.*