

COLLEGE OVERVIEW

Emmaus Christian College is an independent, non-denominational Christian school seeking to provide high quality Christian education to children and young people who are from Christian families that are actively involved in their local church and other families who fully support the involvement of their children in the Christian teaching, life and expression of the school.

Emmaus Christian College is one school, two campuses. The Brooklyn Park Campus caters for ELC to Year 6. The South Plympton Campus caters for Foundation to Year 12.

Both campuses offer a seamless pathway to Year 12 where children who have been offered a Foundation to Year 6 position at Brooklyn Park, have at the end of Year 6, a guaranteed entry into Emmaus Christian College.

SUBMITTING YOUR APPLICATION

Position Title: Information Technology Technician

Closing Date: Wednesday 27th October 2021 at 9am

Applicants should provide:

- A written application that addresses the Key Areas of Responsibility and Education, Experience & Skills in the attached Position Description
- Curriculum Vitae which provides full personal details, qualifications, previous employment and experience
- A pastor's reference which gives evidence of participation in a Christian fellowship and commitment to the Christian ethos of the College
- A completed Emmaus Christian College "Application for Non-Teaching Position Form" (This form can be downloaded from our website www.emmauscc.sa.edu.au under "Working at Emmaus").
- Applications can be emailed to hheadland@emmauscc.sa.edu.au or posted to:

Mrs Heather Headland
PA to Principal
Emmaus Christian College
Lynton Avenue
SOUTH PLYMPTON SA 5038

CONTACT DETAILS:

For further information about this position, please contact Mrs Heather Headland on 8292 3888 or email hheadland@emmauscc.sa.edu.au.

POSITION DESCRIPTION

TITLE:	Information Technology Technician (South Plympton and other campuses)
CLASSIFICATION:	School Assistants (NGS) Award Grade 2
NATURE OF EMPLOYMENT:	Ongoing full-time
NORMAL HOURS OF WORK:	37 ½ hours per week / 44 weeks per year
REPORTS TO:	IT Manager
COMMENCEMENT DATE:	10 th January 2022 (or earlier by negotiation)

PURPOSE OF ROLE:

To ensure that the Information Communication and Technology equipment of the College is operating in an efficient and effective manner at the South Plympton and other campuses.

KEY AREAS OF RESPONSIBILITY:

The key duties and responsibilities of this position under the direction of the Line Manager include:

- Customer service focus with staff and students
- Initial point of contact for IT support
- Address requests notified via the IT maintenance system, email, phone or walk-in
- Assisting in the monitoring of the school's network operations for students and staff
- Hardware and software installation and maintenance
- Fulfilling any other reasonable and lawful duties as required by the Principal or IT Manager

EDUCATION, EXPERIENCE AND SKILLS

Essential:

- TAFE or university qualification in an IT field (Complete or in progress)
- Proficient with Windows and Google environments.
- Ability to work confidentially, with tact and discretion.
- Excellent organisational, time management skills and a high attention to detail.
- Strong interpersonal skills and an ability to successfully communicate and liaise with people at all levels, both internal and external to the College.
- Sound analytical skills with an ability to identify and solve problems.
- Commitment to continued professional and personal development.
- A current satisfactory Working with Children Check (WWCC).

Desirable:

- Experience in Active Directory, Google Admin and Office 365
- Proven experience in a similar role
- Experience in an education setting would be advantageous.

PERSONAL ATTRIBUTES

- Be a committed Christian with a strong passion for Biblically based Christian education.
- Contribute to the efficient and effective functioning of the team to meet College objectives. This includes demonstrating appropriate professional workplace behaviours, provide assistance to team members if required, and undertaking other key lawful and reasonable responsibilities or activities as directed by the Director of ICT.
- Perform their responsibilities in a manner which reflects and responds to continuous improvement.
- Actively seek opportunities for own Professional Development.
- Support the policies and expectations of the College.
- School support staff may attend and contribute to staff morning devotions and relevant staff meetings.