



## COLLEGE OVERVIEW

Emmaus Christian College is an R-12 school seeking to provide a 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.

It is critical to the College that our Christian beliefs are lived and modelled by our staff. Therefore we seek to employ staff whose lives are a genuine reflection of their Christian faith.

The College is organised into three sub-schools, Junior (Foundation – Yr 6), Middle (Yrs 7 – 9) and Senior Yrs 10 – 12) and has a total enrolment of approximately 740 students. The College is a low fee school which is affordable and accessible for students from a wide range of family backgrounds.

## SUBMITTING YOUR APPLICATION

**Position Title: School Assistant - ICT Technician**

**Closing Date: Thursday 27<sup>th</sup> June 2019**

Applicants should provide:

- A written application that addresses the Key Responsibilities and Education, Experience & Skills in the attached Position Description
- Curriculum Vitae which provides full personal details, qualifications, previous employment and experience
- A completed Emmaus Christian College “Application for Non-Teaching Position Form” (This form can be downloaded from our website [www.emmauscc.sa.edu.au](http://www.emmauscc.sa.edu.au) under Staff/Positions Vacant)
- Applications can be emailed to [hheadland@emmauscc.sa.edu.au](mailto: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](mailto:hheadland@emmauscc.sa.edu.au)

### POSITION DESCRIPTION

<b>TITLE:</b>	School Assistant - ICT Technician
<b>REPORTS TO:</b>	IT Manager
<b>CLASSIFICATION:</b>	School Assistant (NGS) Award Grade 1 or 2 (Grade will depend on experience)
<b>NATURE OF EMPLOYMENT:</b>	Permanent Part-time
<b>NORMAL HOURS OF WORK:</b>	18 hours per week/40 weeks per year (days/times to be negotiated)
<b>COMMENCEMENT DATE:</b>	Wednesday 24 <sup>th</sup> July 2019

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#### 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 Brooklyn Park campuses.

#### KEY RESPONSIBILITIES:

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

- Assisting in the monitoring of the school's network operations for students and staff
- Hardware and software installation and maintenance
- Address requests notified via the IT maintenance system, email, phone or walk-in
- Fulfilling other duties as required by executive staff

#### EDUCATION, EXPERIENCE AND SKILLS

- Ability to undertake a variety of tasks within a restricted time frame
- Well-developed interpersonal skills and a demonstrated ability to work in a team environment
- Demonstrated ability to adapt to new systems, processes and environments
- A current satisfactory Criminal History Assessment (DCSI/WWC Screening)

#### Specific Skills Required:

- Essential
  - TAFE or university qualification in an IT field (completed or in progress)
  - Proficient with Windows 10 and Google environments
- Desirable
  - Active Directory
  - Google Admin
  - Office 365

#### ORGANISATIONAL RELATIONSHIPS:

**Reports to:** the Principal of the College via the appointed Line Manager.

**Internal liaisons:** Principal, IT Manager, Director of ICT, Deputy Principal, Teaching and Non-teaching staff and students of the College.

**External liaisons:** - Relevant organisations as necessary.

**ACCOUNTABILITY & EXTENT OF AUTHORITY:**

- Work to fulfil the specific objectives and strategies established by the ICT Team.
- The IT Manager retains responsibility for final decision making in areas where authority has not been delegated.

**OTHER INFORMATION:****All staff are expected to:**

- Be committed Christians 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 and professional workplace behaviour, providing assistance to team members if required and undertaking other key responsibilities or activities as directed by the Principal or Line Manager.
- 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.

**Other:**

An annual performance appraisal applies.