

Information for Potential Applicants

Thank you for your enquiry about this position.

Attached you will find the Position Information Document relating to this role.

The panel will draw up a shortlist of applicants for interviews based on applications, and where necessary, referee reports.

If you decide to apply, your application needs to include a brief cover letter and your Curriculum Vitae/Resume.

Please include a list of 2-3 referees with contact phone numbers. It is essential that you seek your referees' permission and ensure they are willing to speak about you in relation to this position.

Email applications should include the relevant Job Title in the subject line and be sent to hr@tenison.catholic.edu.au by closing date.

Alternatively, please forward four copies of your application by post to:

Mrs Mary de Nys
HR Officer
Tenison Woods College
PO Box 965
Mount Gambier SA 5290

Applications close 4.00pm, Friday, 15 September 2017

We will send an email advising you that we have received your application and then you will either receive a phone call requesting that you attend an interview, or a letter advising you have not been shortlisted.

The process, from the closing date of applications through to shortlisting and interviews, will usually take approximately two to three weeks.

On behalf of Tenison Woods College I thank you for your interest and effort, and I wish you well should you decide to proceed with your application.

Yours sincerely

Mary de Nys
Human Resources Officer/Principal's Assistant

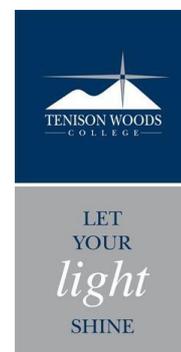
Tenison Woods College
Reception to Year 12
Co-Educational Catholic College

Shepherdson Road
PO Box 965,
Mount Gambier SA 5290

Telephone (08) 8725 5455
Facsimile (08) 8724 9303
Email info@tenison.catholic.edu.au

www.tenison.catholic.edu.au

Cricos Provider Code: 01751G
ABN 25 508 850 572



Position Information Document (PID)

Tenison Woods College is situated in Mount Gambier SA, approximately 440 kms from Adelaide. Based on the Mercy and Marist charisms, the College has a strong commitment to creating positive futures for all students through its motto of "Let Your Light Shine".

The College has an outstanding reputation for its innovative curriculum, pastoral care of students, staff and families, advanced technologies and modern facilities. Teachers thrive on the leadership and professional development opportunities provided by the College and enjoy the benefits of working in a well resourced and exciting learning environment which caters for over 1300 students.

ICT Technician

Status:	This position is working full-time as part of the ICT Team.
Commencement date:	16 October 2017 (commencement of Term 4)
Position Reporting to:	Principal, Business Manager, ICT Manager
Overtime:	Out of hours' work will be required. This will need to be approved by the Business Manager prior to working. Time off in Lieu (TOIL) will be granted for these occasions.
Employment Requirements:	<p>A probationary period of 3 months (1 school term) applies to this appointment. With the consent of the employee, this may be extended for a further period.</p> <p>Applicants must have the ability to relate with children and adolescents in an educational setting, and have an understanding of the complexity of a school as an organisation. They must be prepared to support the Catholic ethos of the College and participate in our Pastoral Care Programme.</p> <p>As an employee onsite at the College, you will be expected to support our aims and philosophy by your conduct and interactions with the school community and by being an example of the Christian virtues. You must also ensure that at all times you avoid injury to the religious susceptibilities of the Catholic school community.</p>

Overview

The non-teaching staff of Tenison Woods College fulfil a vital role in supporting the education program of the College. They must support the aims and philosophy of the school by making a positive contribution to the development of a Christian community. The non-teaching staff must be aware of and comply with Workplace Health and Safety policies and practices of the College. Occasionally non-teaching staff may be required to attend professional development or work related sessions conducted at the College or elsewhere, within or outside of the employee's normal working hours. The non-teaching staff are encouraged to participate fully in the life of the College community and to support school activities and functions. They may be required to assist with the supervision of students or other allocated task at major school events such as sports days, school masses, and assemblies.

The ICT Technician is responsible to the Principal and ICT Manager. The role is integral to the ICT Department enhancing the College's ICT capabilities and efficiencies. The ICT Technician is responsible for maintaining the College's ICT systems, under the direction of the ICT Manager.

Technician Role Description

The successful applicant will:

- Demonstrate a high level of personal integrity and conduct.
- Demonstrate problem solving and recommend practical solutions to operational problems.
- Provide a professional, effective and efficient administrative support which results in the delivery of high quality services to the College.
- Demonstrate sound interpersonal, written and verbal communication skills to maintain positive working relationships with a wide variety of stake holders including addressing issues with patience and diplomacy.
- Display excellent administrative and organisational skills and an approach to work which emphasises accuracy and thoroughness.
- Work collaboratively in a team environment, contribute to and encourage a culture of teamwork and take a shared responsibility for achieving results.
- Carry out a complex array of tasks, maintain confidentiality and cope with fluctuating workloads.
- Participate in relevant training and development activities.
- Have the ability to initiate and implement workplace change, particularly in relation to the identified evaluation of improved work practices.
- Develop a sound working knowledge of operations, systems and processes.
- Utilise recent versions of Mac OSX, Microsoft Windows, Microsoft Office and tablets, plus other applications used by the School students and staff.
- Support the development and maintenance of a best practice WHS culture within the workplace.

Key Areas of Work

The appointed person will need to possess the following skills and perform the following activities:

General

- Superior customer service skills and a friendly, outgoing disposition.
- Assist various age groups from young students to senior students and staff, with differing skill levels, needs and ethnic backgrounds.
- An ability to work within a team environment under pressure.
- High capacity to prioritise workloads and meet deadlines, which may require some work outside of regular hours.
- Excellent grammar and spelling.
- Be of neat personal appearance.
- Sound Knowledge of WHS requirements.
- Ability to reflect the Catholic ethos of the College in a practical way.
- High standard of communication and rapport building skills.
- Ability to deal with varied situations on a strictly confidential basis.

ICT Related

- Have experience with recent versions of Mac OSX, Microsoft Windows, IOS, Android and Microsoft Office.
- Support students and staff with their hardware and software ICT needs at Tenison Woods College, including simple student bring your own device (BYOD) issues.
- Assist other ICT team members with day-to-day tasks and projects as required.
- Liaise with Catholic Education SA, external contractors and support companies for warranty and on-site projects.
- Monitor toner stock and ICT equipment levels in the ICT office and storerooms.
- Be proficient in software installation and configuration.
- Able to instruct users in the use of various school ICT systems and software.
- Organise, maintain and deploy various OS images for school devices.
- Setup, maintain and troubleshoot various ICT types of hardware, such as wireless access points, printers, desktops, laptops, tablets, projectors, monitors and audio visual equipment.
- Setup and maintain networking communications cabinets and racks, including installing, patching and configuring network switches and UPS. Troubleshoot as necessary using test equipment.
- Administering folder and network security permissions.
- Create and maintain user accounts in an active directory/Office 365 environment.
- Assist with multimedia file conversion and storage.
- Assist with audio-visual needs in preparation for and during school assemblies, masses and events.
- Create self-help articles and assist with maintaining the Portal@TWC and other school websites.
- Maintain and troubleshoot the school Public Address system infrastructure.
- Assist with site backup duties.
- Update asset documentation and ICT tasks using helpdesk and team shared notebook software.
- Previous education sector experience would be an advantage.
- Experience in a large wired and wireless network environment is preferred, with a minimum of two (2) years ICT experience.

Specific Requirements

Qualifications and Training

- First Aid Certificate.
- Approved Mandatory Notification training (this can be organised by the College).
- DCSI Police clearance to work in Catholic Education SA (this can be organised by the College prior to commencement).
- Current Driver's Licence.

Your Responsibility

It is recommended that you use this information, the information contained on the College's website and your own initiative to present a curriculum vitae that reflects you, your career to date and your priorities.

Once you have completed your application and additional information it will be YOUR responsibility to ensure that:

- The role description has been addressed.
- You have demonstrated that you can carry out all of the duties of the position.
- You have thoroughly checked your application for accuracy and completeness.
- You have included the names, position title and telephone number of your three (3) referees. (Please ensure that your referees are aware of your application. It may also be beneficial to provide them with a copy of the job description to assist in providing comments about your suitability for the position).
- Your application is signed and reaches the HR Officer by Friday, 15 September 2017 **at 4.00 pm.**

NB: Applicants **MUST** submit with their application, an Applicant Declaration Form obtained from <http://www.tenison.catholic.edu.au/wp-content/uploads/2012/03/ApplicantDecForm.pdf>.

Please send four (4) copies of your application to:

Mrs Mary de Nys
HR Officer
Tenison Woods College
PO BOX 965
MOUNT GAMBIER SA 5290
email: hr@tenison.catholic.edu.au

Office Use Only			
<i>This Position Information Document accurately reflects the duties, skills and requirements for the position.</i>			
SIGNED (Principal or Delegate)		Date:	
SIGNED (Line Manager)		Date:	
SIGNED (Employee)		Date:	
PERFORMANCE REVIEW DATE :			

Please Note:

This job description seeks to provide clarity and focus to the general role. It is not intended as - nor can it be - an all inclusive list of every task that may emerge during the course of work, nor is it a static document. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.