



Computer Technician

Full time, commencing 22 July 2019

St Mark's Anglican Community School requires an experienced Level 3 Computer Technician to assist in the delivery of IT support and services across the School under the direction of the IT Manager. The successful applicant will join a five member IT Team.

Applications for this position close on Friday 21 June at 3.30pm

St Mark's Anglican Community School has more than 1,700 students and more than 250 staff. The IT Team supports around 1,000 computers, a one-to-one laptop environment of predominantly Windows but also Apple ecosystems, a large wireless and wired network, internet, printing, a help desk and many more IT related systems.

Our ideal candidate would be a highly skilled technician, with demonstrated capacity to undertake complex IT related tasks, and the ability to work both independently and as part of a group.

The role includes working closely with students of all ages as well as with teaching and non-teaching staff. The candidate should be able to demonstrate effective communication skills when dealing with broad range of people.

Skills and an understanding of the Windows environment, Apple operating systems, Microsoft Office and audio-visual systems are highly advantageous.

This position is a Level 3 classification under the Independent Schools Administrative and Technical Officers Award 1993.

The key areas of responsibilities may include:

Technology Implementation

- Configuration, maintenance and installation of software, drivers, firmware and software images to all computer and printer related hardware.
- Deployment and maintenance of an Apple device ecosystem.
- General installation and maintenance of printers, scanners and other peripherals.
- Deployment of new equipment to students, staff and classrooms.
- Create, follow, update and maintain jobs in a job tracking system for student, staff and IT jobs.

Technology Resource Support and Maintenance

- Assist in maintaining a functioning Help Desk for students to provide support for School and student-owned equipment, including hardware and software. Some contact with parents may be required.
- Provide in-class support and training for staff and students for computer, AV or printer related issues, as directed by the IT Manager or Head of Digital Learning.
- Full support for School-owned computers including hardware, software and functioning of software on multiple platforms.
- Liaising with manufacturers and resellers to resolve issues with damaged or faulty computer, AV, printers and related hardware.

- Minor support for other electronic devices.
- Maintenance of network cabling from wall to computer.
- Assist in maintaining a Loan Device pool for staff and students.
- Backup of student data when School-owned devices are sent for service/repair.
- Cleaning of IT related equipment.

Other duties as directed by the IT Manager, Head of Digital Learning or 2IC if the IT Manager is unavailable.

The successful applicant will be required to maintain a high level of positive feedback in regard to response times, quality of work, attitude and efficiency.

Selection Process

Applicants are required to:

- Submit a CV with a covering letter
- Complete the attached application form.
- Have a current Working With Children card.
- A 100 point identity check will be required if a position is offered.

Applications for this position close on Friday 21 June at 3.30pm

Please complete the attached application form, and send it with a covering letter and CV to principal@stmarks.wa.edu.au.

If you have any questions, please call (08) 9403 1302

About St Mark's Anglican Community School

St Mark's promotes a positive work environment and culture to attract and retain high quality staff by fostering professionalism, commitment, loyalty, Christian values, a high standard of pastoral care, and by providing above Award conditions.

St Mark's employs over 200 full and part-time teachers, supported by Education Assistants, music tutors and administrative, grounds and maintenance staff. Teaching staff salaries are paid under the Independent Schools' Teachers' Award, as amended by the Enterprise Bargain agreed to by the Anglican Schools Commission, in accordance with training and experience. Non-teaching staff are employed under appropriate Award conditions to which over Award payments are applied.

Applicants should also be able to demonstrate support for the School's Christian ethos as well as the extracurricular life of the School.

Privacy Statement

In applying to provide your services, you will be providing St Mark's with personal information, e.g. your name and address or information contained on your resume. This information will be collected in order to assess your application and may be stored for 12 months. We may also make notes and prepare a confidential report in respect of your application. Access to this information may be available to you if you ask the School for it. We will not disclose this information to a third party without your consent.

St Mark's Anglican Community School is a Child-safe School

St Mark's is committed to being a [Child Safe organisation](#) through the prevention, identification and reporting of child abuse and neglect. All candidates for roles at St Mark's are subject to screening and assessment against child safety standards as part of the recruitment process, and will be required to participate in Child Safe training.

St Mark's Anglican Community School

Application for Computer Technician

<i>Title</i>	<i>Surname</i>	<i>First Name</i>	<i>Middle Name</i>
<i>Postal address</i>			
<i>Residential address (if different from postal address)</i>			
<i>Email address</i>			
<i>Preferred phone number</i>			
<i>Working With Children Check Number</i>		<i>Police Clearance</i>	
<i>Expiry date</i>		<i>Expiry date</i>	
<i>Visa details (if relevant)</i>			
<i>Tertiary Qualifications (if relevant)</i>			
<i>Current studies or professional memberships (if relevant)</i>			
<i>What appeals to you about this position?</i>			
<i>How did you hear about this position:</i>			
<input type="checkbox"/> <i>Friend/Colleague</i> <input type="checkbox"/> <i>School website</i> <input type="checkbox"/> <i>SEEK</i> <input type="checkbox"/> <i>Facebook</i> <input type="checkbox"/> <i>LinkedIn</i> <input type="checkbox"/> <i>Other</i> _____			

Current Employment History

Name of **current** employer

Employed from (*date*)

Position(s) held

Primary role(s) in your *current* employment

Previous Employment History

Name of **previous** employer #1 (*if relevant*)

Employed from

Employed to

Position(s) held

Primary role(s) of the position(s)

Reason for leaving

Name of **previous** employer #2 (*if relevant*)

Employed from

Employed to

Position(s) held

Primary role(s) of the position(s)

Reason for leaving

Name of **previous** employer #3 (*if relevant*)

Employed from

Employed to

Position(s) held

Primary role(s) of the position(s)

Reason for leaving

Please provide details of **three** referees

Name _____ School / organisation _____ Position _____ Contact number(s) _____	
Name _____ School / organisation _____ Position _____ Contact number(s) _____	
Name _____ School / organisation _____ Position _____ Contact number(s) _____	
Other relevant information _____ _____ _____ _____	
<div style="background-color: #e0e0e0; padding: 5px; border: 1px solid black;"> <p style="color: red; margin: 0;">I acknowledge that all details on this form are true and correct, and acknowledge that failure to provide accurate information may result in withdrawal of my application or termination of employment if the application is successful.</p> </div>	<div style="display: flex; justify-content: space-between; width: 100%;"> Signature _____ Date _____ </div>

Privacy Statement:

In applying to provide your services, you will be providing St Mark's with personal information, e.g. your name and address or information contained on your resume. This information will be collected in order to assess your application and may be stored for 12 months. We may also make notes and prepare a confidential report in respect of your application. Access to this information may be available to you if you ask the School for it. We will not disclose this information to a third party without your consent.

Application Checklist

- Application for Non-Teaching Position (*this form*)
- Covering letter
- Curriculum Vitae
- * Copy of Working With Children Check card
- * Copy of Police Clearance

* Proof will be requirement if a position is offered.

Your completed application should be emailed to principal@stmarks.wa.edu.au