



**MOAMA ANGLICAN GRAMMAR SCHOOL
IT TECHNICIAN/TRAINEE
POSITION DESCRIPTION**

Moama Anglican Grammar School commenced operation in 2005. It moved to its permanent site on Kirchhofer Street Moama in January 2007. Moama is a twin town with Echuca, situated on the Murray River North of Melbourne on the NSW/Victorian border. Both Echuca and Moama are experiencing rapid growth.

Moama Anglican Grammar is an independent, co-educational, Anglican school offering classes from Year 5 to Year 11 in 2009, growing through to Year 12 in 2010. The School operates under the NSW Education System.

The School has already established itself as a school which provides a comprehensive and balanced program which caters for the academic, cultural, emotional, sporting and spiritual needs of each child in its care. It commenced with one class of 16 Year 7 students and has a current enrolment of nearly 303 students across 7 year levels. In 2010 it is expected that enrolments will reach 400 students. The School will add classes in K(Prep) - 4 in 2011.

The Nature of the position and starting date

The School is seeking an IT Technician/Trainee from Wednesday 27 January 2010. The successful applicant would have a good general understanding of ICT up to at least a VCE/HSC level and a keen interest in working in a laboratory and mobile lap top environment.

The exact nature of each appointment would be set out in the letter of offer.

Please note that Moama Anglican Grammar School is a Smoke free workplace.

Key selection criteria

- Excellent communication and problem-solving skills;
- Sound working knowledge of Windows based PCs and Laptops;
- IT training at least to HSC/VCE level;
- Motivated self-starter;
- Good analytical and diagnostic skills;
- Willingness to undertake further training
- Well presented.

Application details

Your written application **must include**: a covering letter, details of current and previous experience, a section addressing the selection criteria, a copy of any qualifications relevant to the position and the names of three professional referees. **Applications which do not address the selection criteria will not be considered.** If selected for interview you will be required to bring the original documents along to the interview. **Please send your application to:** Mrs Vicki Reid, Personal assistant to the Principal, Moama Anglican Grammar School, PO Box 786 Moama 2731 or by email to: vreid@moamagrammar.nsw.edu.au

The closing date for applications will be Monday 9 November 2009

Child Protection issues

The School recognises its legal and moral obligations with respect to the protection of children and has instituted the following procedures in relation to staff who are in direct contact with students.

Please note that it is an offence to apply for a position working with children if you are a prohibited person within the meaning of the Child protection legislation.

- Applicants selected for interview are advised that any offer of employment will be subject to satisfactory clearance by the Commission for Young People.
- Before an applicant is offered a position the interviewer makes contact with the applicant's referees
- Following a satisfactory referee check the applicant is offered the position subject to:
 - a) Completing and returning Attachments 3 and 4 of the working with children checks
 - b) A satisfactory outcome being obtained by the School, on submission of attachment 6.
- If the applicant's screening check is unsatisfactory the School will notify the applicant and the Child protection authority.

General Areas of Responsibility

- Work under the direction of the Principal and such other senior staff who are given responsibility for the operation of the School or part thereof.
- Attend and participate in staff meetings as required.
- Participate in professional development activities both in and out of School hours.
- Be supportive of the School's Christian ethos.

Specific Areas of Responsibility

The following Position Description is intended to give prospective applicants an overview of the intended positions only. It is not intended to be an exhaustive summary of tasks and duties:

- Provide pro-active and timely support;
- provide basic hardware and software maintenance;
- provide basic local-area network (LAN) support and administration;
- install software and maintain the school's Standard Operating Environment (SOE);
- undertake simple computer equipment repairs;
- identify causes of recurrent problems and suggest solutions;
- assist students and teachers in the use of hardware and software;
- update technical documentation;
- research, source and examine the most practicable and updated IT hardware/software available, to ensure that the systems within Moama Anglican Grammar School evolve in line with technological developments;
- provide assistance in school-wide programs, as required;

Appraisal

All members of staff will take part in the School's appraisal system which has as its core aim assisting staff to develop their skills and abilities as teachers, administrators etc.

Positions Report To

The Principal and such other senior staff, such as the Head of IT, who are given responsibility for the operation of the School.

Salary and conditions

General terms and conditions will be in accordance with the School Support Staff (Independent Schools) (State) Award for NSW.

Hours of Duty

It is envisaged that the IT Technician/Trainee would work Monday to Friday for approximately 35-40 hours per week during term time (approximately 38-40 weeks) and for one or two weeks of school holidays each year.

Andrew P Pullar
Principal
October 2009