**JOB DESCRIPTION**

|  |  |  |  |
| --- | --- | --- | --- |
| **Agency** | Department of Education | **Work Unit**  | Gray Primary School |
| **Job Title**  | IT Network and Classroom Support Officer | **Designation** | Administrative Officer 3 96% |
| **Job Type** | Full Time | **Duration** | Fixed from 01/01/2020 for 2 years |
| **Salary**  | $58,792 - $63,450  | **Location** | Palmerston |
| **Position Number** | 41512 | **RTF** | 178889 | **Closing**  | 11/12/2019  |
| **Contact** | Anne Griffiths on 08 8932 1700 or anne.griffiths1@ntschools.net  |
| **Agency Information** | <https://education.nt.gov.au/> |
| **Information for Applicants** | **Applications must be limited to a one-page summary sheet and an attached detailed** **resume/cv**. For further information for applicants and example applications: [click here](https://ocpe.nt.gov.au/nt-public-sector-employment/Information-about-ntps-employment/applying-for-and-filling-jobs/employment-templates-and-guidelines) |
| **Information about Selected Applicant’s Merit** | If you accept this position, a detailed summary of your merit (including work history, experience, qualifications, skills, information from referees, etc.) will be provided to other applicants, to ensure transparency and better understanding of the reasons for the decision. For further information: [click here](https://ocpe.nt.gov.au/nt-public-sector-employment/Information-about-ntps-employment/applying-for-and-filling-jobs/information-for-applicants) |
| **Special Measures** | The Northern Territory Public Sector values diversity and aims for a workforce which is representative of the community we serve. Therefore, under an approved **Special Measures** recruitment plan, ATSI applicants will be given priority consideration and preference in selection for this vacancy if they meet all essential selection criteria and are suitable at the position level. For further information on Special Measures, [click here](http://www.ocpe.nt.gov.au/working_in_the_ntps/filling_ntps_job_vacancies/special_measures) |
| **Apply Online Link** | <https://jobs.nt.gov.au/Home/JobDetails?rtfId=178889>  |

**Primary Objective:** Manage the School Data Bases, school resources and the operational delivery of IT Services and providing IT Support to staff and students.

**Context Statement:** Gray Primary School is an urban school situated in Palmerston with a student population of approximately 370 including Preschool. The school community has a large number of indigenous and English as a second language families. The school is driven by its mission statement that is ‘*aiming high through respect, achievement and responsibility’* and promotes high achievement in a safe, disciplined and caring environment.

## Key Duties and Responsibilities:

1. Maintain the school’s network, computers, laptops, IPads and other IT devices along with providing access to staff and providing advice on purchases and assisting with the strategic planning of the schools IT requirements.
2. Facilitate IT Training including support to teachers on devices.
3. Work in partnership with teaching staff and under the direction of the Leadership Team to support and maintain a positive school environment within the school whilst maintaining the lT resources and school’s databases using a variety of software.
4. Provide in class support to teaching staff.

**Selection Criteria**

**Essential:**

1. Understanding of current and emerging technology trends and service delivery models including the proven ability and knowledge to manage IT equipment and services.
2. Demonstrated knowledge and the ability to maintain window and apple based computer systems.
3. Demonstrated knowledge of office procedures and practices including financial, Admin and IT Systems.
4. Evidenced well developed organisational skills including the ability to prioritise commitments, provide solutions and adhere to deadlines under pressure.
5. Proven oral and written communication skills to be able to communicate effectively with students, staff, including external service providers and also maintaining confidentiality and handling sensitive issues within the school environment.

**Desirable:**

1. Qualifications as an IT Technician and knowledge of School Data Base systems.
2. Knowledge of schools current business system, SAMS, portals, websites and other systems used by DoE.

**Further Information:**

Successful applicant for this position must hold a current Working with Children Clearance (Ochre Card)

**Approved: November 2019 Rebekah Stapleton, Principal**