

JOB DESCRIPTION

Agency	Department of Education			Work Unit	Wulagi School
Job Title	Library and IT Support Officer			Designation	Administrative Officer 3
Job Type	Full Time			Duration	Fixed for 12 months
Salary	\$61,242 - \$66,094			Location	Darwin
Position Number	NT190081	RTF	173495	Closing	18/09/2019
Contact	Wendy Alp on 08 8983 7803 or wendy.alp@ntschoools.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				
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				
Special Measures	The NTPS 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: click here				
Apply Online Link	https://jobs.nt.gov.au/Home/JobDetails?rtfld=173495				

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

Context Statement: Wulagi Primary School is an Independent Public School, located in the northern suburbs of Darwin. The school has an enrolment of approximately 270 students from Preschool to Year 6 with 42% identifying as Indigenous and 34% as English as a Second Language/Dialect. Wulagi also focuses on Birth to 3 with a Family Centre and an urban school funded FaFT. Key initiatives in 2019 include; Student Engagement through positive psychology and trauma informed practices, improving writing outcomes through a focus on inquiry and deepening our connections with culture and community. Wulagi Primary is an approved Charles Darwin University Teaching School. Staff at Wulagi reflect on teaching practice and engage in coaching and mentoring within a supportive team environment. Wulagi is committed to delivering excellence and equity in education with a focus on positive relationships and high expectations. Wulagi is part of the Sanderson Education Network.

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 Principal to support and maintain a positive school environment within the library whilst developing & maintaining the library resources and school's library database.
4. Undertake a range of general administrative tasks by assisting the front office and Administration Manager when required using SAMS and MYOB data bases.
5. Administer first aid; attend to sick children as necessary.

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 of the ability to maintain window based computer systems.
3. Proven ability and knowledge on Librarian procedures and processes of the day to day running of the library.
4. Demonstrated knowledge of office procedures and practices including financial, Admin and IT Systems.
5. Evidenced well developed organisational skills including the ability to prioritise commitments, provide solutions and adhere to deadlines under pressure.
6. 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: Qualifications as a Library Technician and knowledge of Libraries School Data Base.
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: 22 Aug 2019

Louise Corrigan, Principal