



St Bede's
College

EMPLOYMENT

Role Description

Information Technology Assistant

Quote Ref: 2019-03

St Bede's College is a Catholic school in the Lasallian spirit and tradition. The College is a faith community committed to social justice, especially to those who are the *"lost, the least and the last"* (St John Baptist de la Salle). Our motto is *Per Vias Rectas* (By Right Paths).

This role description is written in light of the Mission and Vision Statements of the College. Our Community is characterised by a strong set of values that underpin the way we live. We enact those values by respecting and honouring our collective heritage while looking with imagination to the future. The College seeks to assist young men to take their place in society, alive with the wisdom of the gospel.

Commitment to Ethos

All staff in the Catholic school have an indispensable role to play in furthering the mission of the Church. It is expected of all employed in a Catholic school that they:

- Accept the Catholic educational philosophy of the school.
- Develop and maintain an adequate understanding of those aspects of Catholic teaching that touch upon their subject areas and other aspects of their work by their teaching and other work and by personal example, strive to help students to understand, accept and appreciate Catholic teaching and values.
- Avoid, whether by word, action or public lifestyle, influence upon students that is contrary to the teaching and values of the Church Community, in whose name they act.
- Comply with the accreditation policy of the CECV to work in a Catholic school.

Furthermore, it is expected of all employed at St Bede's College that they accept and support the ethos of the *Lasallian Order* and activities directed at the broader aims of the College.

St Bede's College is a Child Safe School

St Bede's College holds the care, safety and wellbeing of its students to be at the core of all we do. The College is resolutely committed to ensuring that all staff of the College act in a manner that promotes the inherent dignity of each of our young men and their fundamental right to be respected and nurtured in a safe school environment. This commitment includes regular and appropriate learning opportunities in relation to child safety and young people's protection and wellbeing.

We also commit to listening to, and taking seriously, all concerns voiced by students, staff, parents and caregivers, volunteers, contractors and clergy. We commit to continuously reviewing and improving our systems to protect children from abuse.

Our commitment is drawn from and inherent in the teaching and mission of Jesus Christ, with love, justice and the sanctity of each human person at the heart of the Gospel.

Overview

The role of Information Technology Assistant is to support the College in all areas relating to Information and Communications Technology. The IT Support Assistant will assist the management of the ICT infrastructure of the College under the direction of the Deputy Principal for ICT and Infrastructure.

Attributes and Competencies

- A lively and practical support to the Catholic nature of the College.
- A firm belief in and commitment to the Mission and Vision of the College and an ability to articulate and promote these.
- Display a high level of administrative and organisational ability.
- Suitable qualifications and technical knowledge in the areas of computer networking.
- Experience in a network support role, preferably in an education environment.
- Demonstrate a high level of ability to problem solve complex issues.
- Be customer service focussed in dealings with staff, students and the community.
- Exhibit ongoing professional growth on a personal level and for the benefit of the College community including participation in different Lasallian Professional Learning activities that the College offers.
- Demonstrate an understanding of key priorities of the legal requirements surrounding Child Safety.

General Work Description

- General Information Technology Help Desk Duties and as directed.
- General network maintenance as directed including both Microsoft and Apple systems.
- Conduct regular maintenance and installation of computer hardware and software.
- Computer hardware problem solving and repairs.
- Classroom assistance as directed.
- Teacher/Non-Teaching staff member assistance/software training as directed.
- Work with and at times supervise the work of the AFL Trainee and Casual employees within the Information Technology Department.
- Assist in maintaining documentation and records.
- Assist with the College notebook/portable device program as directed including repairs and documentation.
- Assist in maintaining network infrastructure, i.e. network switching, network appliances printers etc.
- Assist with switch programming as directed.
- Assist in the management of repairs in relation to ICT devices.
- Assist with the printing of ID Cards.
- Assist with the Colleges' electronic locking system.
- Assist with creating and deploying Windows Notebook/Desktop images using FOG or equivalent imaging software.
- Assist in the maintenance of the College phone system. (SIP)
- Assist in the maintenance of the College Alarm System.
- Assist in the maintenance of the Colleges' online website for parent correspondence. (PAM)
- Assist in the management of the Apple server environment.
- Assist in the creating and deploying Apple Notebook/Desktop images using Deploy Studio or equivalent imaging software.
- Other duties as directed by the Principal and Deputy Principal ICT and Infrastructure.