

## Wellington Girls' College

### JOB DESCRIPTION

#### Fixed Term Technical Support

<b>Responsible to:</b>	IT Services Director
<b>Working Relationships with:</b>	Senior IT Technician Staff Students
<b>Annual Term of Engagement:</b>	Fixed term position from 11 November 2024 until 21 February 2025
<b>Hours:</b>	32.5 hours per week (Mon – Fri) from 8.30am until 3.30pm (includes unpaid 30 minute meal break)
<b>Terms of Employment:</b>	As per Support Staff in Schools Collective Agreement  This position is Grade 2 -3 range under the Administrators work matrix
<b>E.E.O. Statement:</b>	Wellington Girls' College is an equal employment opportunities employer
<b>Review of Performance:</b>	Performance against the requirements of this position will be reviewed on a regular basis and in line with the school's performance review system

All employees of Wellington Girls' College are expected to contribute to the broad aims of the school including promoting a student potential approach and the school culture of high expectations, inclusion and excellence for all students. The school encourages all staff to contribute to the wider life of the school according to their skills and interests.

#### OVERVIEW OF POSITION:

- To assist technical support staff setup new classrooms with Audio Visual equipment
- To work with the technical services team to maintain and develop the ICT infrastructure of the school, relevant training will be provided on the job
- Be the support for staff and student basic IT issues

#### PERSON ATTRIBUTES

- Reliable and punctual
- Consistently applying yourself to the job
- Commitment to supporting the College and the College community

- Discretion when dealing with confidential information/data
- Enjoys learning new skills
- Able to follow instructions

**KEY RESPONSIBILITIES:**

- Help to provision new equipment in new classrooms
- Monitoring and taking action based on system reports and Help Desk notifications
- Reporting and escalating issues where necessary
- Help setup and decommission computer equipment
- Maintaining printers and photocopiers. Re-Supply paper and toners
- Additional tasks and responsibilities as requested by IT Services Director
- GENERAL RESPONSIBILITIES:
- Always ensuring the safety and wellbeing of students
- Any other duties as required from time to time

**This position is subject to the requirements of the Children’s Act 2014.  
All successful applications will be safety checked.**

***Wellington Girls’ College is declared a smoke-free area and  
has a no smoking policy for staff and students.***

Signed:            Employee: \_\_\_\_\_  
Principal:        \_\_\_\_\_  
Date:              \_\_\_\_\_