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| Marian College Ararat |  |
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**IT Technician**

| **Location : Marian College Ararat** |
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| **Classification : Education Support Officer, Category C, Level 2** |
| **Reports to : Principal, Business Manager, IT Manager** |

| **STATEMENT OF DUTIES** | |
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| **Commitment to  Catholic Education** | * An understanding of the ethos of a Catholic school and its mission. * A willingness to support the College’s values, policies and procedures. |
| **IT Technician** | * Support the IT Manager to monitor and troubleshoot systems and networks including classroom technology as required * Support the IT Manager to manage software and hardware installations * Diagnose and resolve hardware and software problems * Manage user accounts and logins * Provide Help Desk advice and support to College staff and students * Maintain a high degree of professionalism around IT security and privacy * Microsoft Server Platforms * iOS Mobile Device Management * Wireless Network Management * Security Cameras * VOIP Telecommunications * Printer/Copiers * MS Office/ Google Suite * OS Environments: Win 10/11, MacOS, iOS * Other duties as directed to support the College operations |
| **Commitment to Child Safety** | * A demonstrated understanding of child safety * A demonstrated understanding of appropriate behaviours when engaging with children * Be a suitable person to engage in child-connected work * Must hold or be willing to acquire a Working with Children Check card and must be willing to undergo a National Police Record Check * Be familiar with and comply with the school's child-safe policy and code of conduct, and any other policies or procedures relating to child safety * Assist in the provision of a child-safe environment for students * Demonstrate duty of care to students in relation to their physical and mental wellbeing |
| **General Duties** | * Contribute to a healthy and safe work environment for yourself and others and comply with all safe work policies and procedures * Attend school meetings and after school services/assemblies, sporting events, mass, community and faith days as required by the Principal * Demonstrate professional and collegiate relationships with colleagues * Other duties as directed by the Principal |
| **Skills/Attributes** | * Ability to work as part of a team * Excellent interpersonal and communication skills * Good oral and written communication skills, including ability to communicate with children, parents and the school community * Ability to develop and maintain strong working relationships with key stakeholders * Capacity to work to tight timelines * Proven capacity to work independently * Sound organisational skills including strong attention to detail * Proven time-management skills * Self-motivation |