



POSITION INFORMATION SHEET

Position Title: SENIOR COMPUTER ASSISTANT (OO4)

Location: Sandgate District State High School

Status: Full-time School Funded Position – Temporary contract with possibility of extension

Hours: 38 hours per week

Rate of Pay: Salary \$43987 p.a.

Commencement Date: 21 January 2010 – 10 December 2010

Applications to be emailed to: thora2@eq.edu.au

Or post to: Tracey Horan
HOD-IT
Sandgate District State High School
PO Box 195
DEAGON QLD 4017

Or fax to: 07 3869 9800

Closing Date: 20 November 2009

ROLE OF THE SENIOR COMPUTER ASSISTANT

- Undertake maintenance and repair services
- Assist in managing the operations of equipment
- Provide advice on the use of software to maximise the potential of computing technology in schools

REPORTING RELATIONSHIPS

The Senior Computer Assistance will report to the Head of Department – Information Technology, who will provide direction and oversee the role of this position. No staff report to the Senior Computer Assistant position.

MAJOR RESPONSIBILITIES

- Undertake preventative maintenance and routine repairs of all computers and associated equipment throughout the school.
- Install new equipment and software, and advise on options for enhancements.
- Provide technical advice and support to teaching and office staff, and to students to resolve problems associated with school computer facilities.
- Provide technical input and assist in decisions regarding network computers and associated equipment; access to software and their full application.
- Assist in the maintenance and operation of the school's computerised administrative systems and information databases.
- Provide information and advice on appropriateness of currently available software and on trends and changes in technology applicable to the school's computer facilities.
- Develop and oversee procedures and guidelines for the correct and safe operation of computing equipment.

The suitable applicant would require the following skills and knowledge:

- Technical knowledge of server hardware and configuration, and networking peripherals.
- A working knowledge of the Microsoft Windows 2003 operating system.
- Sound ability (and relevant recent experience – for the TO3 only) in the management and administration of
- Local Area Networks and an understanding of the principles of Wide Area Networks.
- A good understanding of PC desktop and printer support.
- Sound experience and knowledge in the Windows desktop operating environment – Microsoft Windows XP Professional.
- Experience using remote support tools to support servers and workstations remotely.
- Excellent communication and interpersonal skills.
- The ability to research and identify and apply creative solutions to problems.
- Strong analytical and problem solving skills.
- A strong client focus.
- The ability to work as part of a team.

SELECTION CRITERIA

Your application for this position should take into consideration the selection criteria listed below. The key indicators and actions for each criterion, as determined by the panel, will be used to assess your merit and suitability for the role.

1. Demonstrated skill in the operation, installation, maintenance and routine repair of a range of information technology equipment.
2. Ability to work as part of a team, and demonstrated reliability in organising individual workloads to meet deadlines - and commitments.
3. Demonstrated ability to resolve problems, and to provide sound advice on purchase and enhancement options for computing hardware and software products to satisfy client needs.
4. Demonstrated ability to develop and implement procedures and guidelines for correct and safe use of computing equipment.

Other information

Applicants must hold a current Blue Card issued by the Commission for Children and Young People and Child Guardian or make immediate application to obtain a card.

Orange Card holders and/or experience in EQ schools will be looked upon favourably.

All applications will remain current for 12 months.