

- Parents evenings
 - College tours
 - Staff gatherings and meetings
- Assist in the planning of AV upgrades, projects, replacement and repairs.
 - Operate and support a wide range of audio, visual or ICT equipment
 - Provide timely and responsive professional technical support to staff and students for both hardware and software to ensure they have the necessary resources to carry out planned activities
 - Assist & carry out planned maintenance of AV equipment.
 - Support and maintenance of VR headsets, and associated equipment
 - Undertake other duties as directed by the Principal (or delegate)

Administrative Tasks

- Assist with the administration of the school ICT device program including the management of warranty and insurance claims
- Maintenance of the ICT Asset Register for equipment, software and documentation
- Monitor stock levels of ICT consumables
- Maintain the ICT Office area, ensuring it is safe secure and conforms to WHS requirements
- Log warranty claims and liaise with repairers to ensure timely maintenance of school equipment
- Assist in the maintenance and development of College ICT operations manuals
- Assist in the maintenance of school ICT licences to conform to required standards

Other

- Assist with the maintenance of the Material Safety Data Sheet register

Person Specification

Essential Requirements

- High level interpersonal communication and teamwork skills to work collaboratively, support and assist others in a timely and responsive way
- Ability to quickly comprehend instructions, prioritise tasks and respond appropriately to meet timelines and deliver required results
- Ability to work under direction and utilise discretion, as required
- Flexibility to be available out of hours to undertake necessary maintenance to minimise impact on users, on occasion, and in cases of emergency or critical situations
- Flexibility to work out of hours, at events, as required by the college

Specific Requirements

- Qualifications in Audio Visual, Lighting & Sound (or equivalent) and/or relevant demonstrated knowledge and experience in a comparable role. Experience with systems and software used in schools is highly desirable
- Previous experience in Audio Visual Technologies.
- Ability to demonstrate practical support for the Catholic Ethos of the College
- Current and acceptable Working with Children Clearance and screening to work in Catholic Education SA
- Acquire and maintain Catholic Police Clearance to work in Catholic Education SA
- Current Responding to Risks of Harm, Abuse & Neglect – Education and Care certificate
- First Aid certificate (HLTAID012)
- Disability Standards for Education Training

- CESA Staff do not need to be vaccinated against COVID-19 as a condition of employment, with the exception of CESA Staff working in High-Risk Settings. CESA Staff are however strongly encouraged to have and maintain an Up-To-Date Vaccination Status in accordance with the ATAGI statement. The vaccination requirement for CESA Staff working in High-Risk Settings is a condition of employment or engagement unless an exemption is approved in accordance with the CESA COVID-19 Vaccination Policy

Desirable

- Previous experience in a school ICT environment

Workplace Health & Safety

This role is deemed to be a Worker under the South Australian Work Health and Safety (WHS) Act 2012.

As a Worker, while at work you must –

- take reasonable care for your own health and safety
- take reasonable care that your actions or omissions do not adversely affect the health and safety of other persons
- comply, in so far as you are reasonably able to, with any reasonable instruction given by the employer
- cooperate with any reasonable policy or procedure of the employer that is related to health and safety at the workplace that has been notified to workers. Reference: Division 4, Section 27 and 28 WHS Act 2012.

Reference: Division 4, Section 28 WHS Act 2012

Performance Review

It is expected that the employee will undertake a Performance Review at a mutually agreed time with the employer as per the Catholic Schools Enterprise Agreement 2020 (as amended).

This position information document indicates the general nature and level of work performed by the incumbent and is not a comprehensive listing of all responsibilities, tasks and outcomes.