Edmund Rice Special Education Services (ERSES)

ERSES has two exciting and innovative Special Schools: St Edmund's College, Wahroonga (Secondary) and St Gabriel's School, Castle Hill (K-12) for students with a sensory disability and/or a mild to moderate intellectual disability, including physical disabilities, autism and communication difficulties. Each school offers small classes, excellent facilities and provides individualised NSW Educational Standards Authority (NESA) education programs. The position will appeal to people who are passionate about their teaching, enjoy working collaboratively and who wish to be part of a caring, dynamic and innovative community.

We are seeking applicants for the following position at St Edmund's College and St Gabriel's School:

IT Support Officer (Non-Teaching) – Full Time Permanent Position

The successful candidate will actively support the Catholic ethos of our schools in the tradition of Blessed Edmund Rice.

Key Responsibilities
- Providing IT technical support across ERSES;
- Responding in a timely manner to service issues and IT requests;
- Installing and configuring computer hardware, software, systems, networks, printers;;
- Monitoring and maintaining computer systems and networks;
- Provision new student and staff accounts in IT systems;
- Maintain IT knowledge management systems;
- Setup and maintenance of assistive technology devices for students
- Ensure all antivirus precautions are enforced and met;
- Maintain all school software in line with license agreements;
- Maintain up to date and accurate inventory of IT assets.

Essential Skills
- Thorough knowledge of Microsoft desktop / Server Operating Systems;
- Thorough knowledge of MacOS and iOS;
- Thorough knowledge and understanding of Microsoft 365 and Google Suite;
- Good communication, time management, interpersonal and organisational skills;
- Flexible, ability to manage multiple tasks concurrently;
- Solution focused problem solving skills;
- Have a current Working With Children Check;
- Current NSW Driver's license.

Desirable Skills
- Understanding of the use of technology in schools;
- Exposure to a School Management System;
- Exposure to Powershell;
- Understanding of Microsoft Active Directory;
- Knowledge of ITIL Foundation;
- Relevant industry recognised qualifications (Microsoft, Apple, Cisco, Wireless etc).

For further enquiries and a role description, please contact: Mrs. Cathy Laing – Executive PA laing@erses.nsw.edu.au or (02) 9487 1044

Written applications and a curriculum vitae, with three nominated referees, should be forwarded in writing or email by 4pm on Friday 6 May 2022.

The Principal
Mr Michael Farrell
St Edmund's College
P.O. Box 582 Wahroonga 2076
Ph: (02) 9487 1044
Email: recruitment@erses.nsw.edu.au