



ICT Technical Support Specialist

3-5 days per week negotiable - Immediate start

OCS is seeking an ICT Technical Support Specialist to report to the IT Manager.

The successful applicant will have relevant qualifications - Cert IV in Information Technology minimum, possess strong verbal and written communication skills and be able to work in a fast-paced environment with competing priorities. Experience in a school context highly desirable.

The successful applicant will be an active member of a Christian church, possess a passion for Christian Education, and will be willing to support the mission and vision of Orange Christian School.

WWCC required.

Enquiries: Jaimie Honeysett (02) 6362 7258

Interested applicants should scroll down, fill out the application form and email with supporting documents to Jaimie at ocs@ocs.nsw.edu.au, or call (02) 6362 7258 for more information.

Orange Christian School – Position Description

POSITION TITLE:	Technical Support Specialist
FULL TIME/PART TIME:	3-5 Days Negotiable
REPORTS TO:	IT Manager
AGREEMENT:	NSW Christian Schools General Staff Multi-Enterprise Agreement 2020-2023
COMMENCEMENT LEVEL:	Level 3 – School Administration Core Scale

Orange Christian School (the School) is a Prep to Year 12 school and this position supports the Prep – Year 12 functions of the School. The School culture is one of close collaboration across the school. The vision of the School is:

“To raise up effective leaders of godly character who will blend academic achievement and biblical truth, to influence society for the glory of God.”

Each staff member is to be active in promoting this vision through their role within the School.

ROLE PURPOSE

The Technical Support Specialist provides technical support for the day-to-day operations of the School’s ICT systems. Providing support to the IT Manager to ensure Information and Communications Technology (ICT) programs, processes and procedures are compliant and adequate to support education and administrative operations of the School.

The Technical Support Specialist is directly responsible to the IT Manager in performance of the ICT systems administration role within the School. The Technical Support Specialist must maintain effective communication skills, and presentation in a professional courteous manner, with a high level of commitment to privacy and confidentiality. There will be a requirement to work unsupervised and to complete tasks with accuracy and in a timely manner.

INVOLVEMENT IN THE LIFE OF THE SCHOOL

This will include:

- attendance at staff meetings as required
- involvement in school events as required. For example, Thanksgiving and Dedication Services
- participation in staff devotions
- ability to work with people and get alongside volunteers

PERSONAL ATTRIBUTES

The Technical Support Specialist is/will:

- be a Christian who is striving to live a life in accordance with God's word which is evident in lifestyle.
- be willing and able to share a personal Christian faith and apply it to this role within the School
- be an active member of a Church Community
willingly and sincerely affirm the School's Statement of Faith
- understand that personal conduct should be above reproach as the successful applicant will be a role-model to all members of the school community
- show a commitment to and understanding of the Prep to Year 12 school context
- supportive of the School's vision which drives the School
- maintain good staff/student/visitor relations and interpersonal skills
- maintain confidentiality in issues relating to students, staff, parents, and visitors
- Have strong organizational skills with the ability to prioritize effectively, managing a wide array of tasks in a dynamic and busy environment, ensuring that responsibilities are carried out timely and efficiently.
- Adaptability and commitment to learn new tasks and skills, working well in a team and having a good sense of humour.
- The ability to multi-task and work autonomously ,
- Excellent interpersonal and problem-solving skills, allowing for the effective management and resolution of conflicts through collaboration and teamwork. .
- have excellent written and verbal communication skills
- maintain a current Working With Children Check
- have an awareness of WHS practice and procedures

SPECIFIC AREAS OF RESPONSIBILITY

- VOIP phone system
- Active Directory, Group Policy
- SCCM application deployment
- Experience and understanding of networking fundamentals, firewalls, switches, Wi-Fi etc.
- Microsoft 365 Admin
- Exchange Admin
- Windows 10 / 11
- Windows Server 2019 support / admin
- Ability to learn and work with the schools various IT systems
- Manage IOS Apps and devices using ASM and the JAMF management system
- Create and maintain technical documentation and user guides
- Evaluate, test and recommend appropriate hardware and software to the IT Manager
- Train staff in using software and hardware, and provide technical support when needed

- Install, configure and support workstation software, hardware, printers and phones.
- Ensure there are proper systems and processes in place for the effective functioning of the School's IT requirements.
- Liaise with external suppliers and contractors as directed by the IT Manager
- Ongoing improvement in ICT systems including contribution to ICT Policies and Procedures Manuals.
- Use the IT helpdesk system to respond to a diverse range of requests from staff.
- Has and uses skills and knowledge in the operation of complex equipment, processes, and procedures
- Provide a high level of technical support to all users and other members of the IT team.
- keep up with technical innovation and trends in IT support.

Desirable Competencies:

Experience working in an educational environment

Knowledge working with : Unifi WIFI, Avaya, Hyper-V, Edumate, Canvas, IFPs

ICT Systems Operational Support

The Technical Support Specialist will:

- Provide advice to the IT Manager on ICT issues
- Support a safe working environment
- Contribute to the teaching and learning goals of the school
- report all hazards and incidents that the individual is party to, or observes, in accordance with policies and procedures of the school.

OTHER DUTIES

It should be noted that, while detailed, this role description is not exhaustive and the Principal, in consultation with the Technical Support Specialist , may vary the responsibilities of the Technical Support Specialist as required.

PROFESSIONAL DEVELOPMENT

The Technical Support Specialist shall:

- undertake any reasonable recommended professional development approved by the IT Manager

STAFF

The Technical Support Specialist shall:

- seek to maintain positive, encouraging, and supportive relationships with the staff with whom they work
- develop positive channels of communication to ensure smooth operations and a healthy team environment
- contribute to the administrative/housekeeping duties of the School
- ensure that equipment is respected and maintained to an optimal level of safety

ACCOUNTABILITY

The Technical Support Specialist shall:

- report directly to the IT Manager
- provide any information to the Business Manager and Principal as and when required
- All positions are ultimately accountable to the Principal

REQUIRED SKILLS/QUALIFICATIONS:

- 3-5 years of experience working as an IT specialist
- A relevant qualification in Information Technology such as a TAFE CERT IV, Diploma or Microsoft Cert.



Orange Christian School

Prep to Year 12

VISION: To raise up effective leaders of godly character who will blend academic achievement and biblical truth, to influence society for the glory of God

Employment Application Form

Mandatory Requirements

Please return this form together with:

- Cover letter addressing requirements for the position
- Your resume
- Working With Children Check number
- Certified copies of relevant qualifications/ academic transcripts
- Letter from current minister/ pastor
- Any other supporting documentation
- NESAs Teacher number + accreditation status (Teachers Only)
- Statement of Service (Required prior to employment offer)

Applicant's Name:

Position applied for:

- Full-time
- Part-time
- Casual

Thank you for your interest in applying for a position with Orange Christian School.

Please forward your completed Application + supporting documents to Jaimie Honeysett, Principal's Assistant. **Email:** ocs@ocs.nsw.edu.au

The Principal, Mr Ken Greenwood

Orange Christian Schools Ltd 500 Cecil Road ORANGE NSW 2800

Ph: 02 6362 7258 **Fax:** 02 6362 7441 **email:** ocs@ocs.nsw.edu.au

www.ocs.nsw.edu.au A.C.N. 002 302 776 A.B.N. 50 002 302 776

Please complete in BLOCK LETTERS

Questions marked with an asterisk (*) are optional

Title	<input type="text"/>	*Country of birth	<input type="text"/>
Surname	<input type="text"/>	*Nationality	<input type="text"/>
Given name/s	<input type="text"/>	*Aboriginality	<input type="checkbox"/> Aboriginal <input type="checkbox"/> Torres Strait Islander <input type="checkbox"/> Both Aboriginal and Torres Strait Islander <input type="checkbox"/> None
Teachers only – NESAs number	<input type="text"/>		
Date of birth	<input type="text"/>		
	<small>Required for verification of WWCC</small>		
*Gender	<input type="text"/>	*Marital status	<input type="text"/>
*Children	<input type="text" value="If you are considering enrolling your children at the school, into which year/s would they be enrolled?"/>		

Street Address	<input type="text"/>		
Suburb	<input type="text"/>	Postcode	<input type="text"/>
State	<input type="text"/>	Postal Address, if different	
Phone	<input type="text"/>	<input type="text"/>	
Mobile	<input type="text"/>		
Email	<input type="text"/>		

CHILD SAFETY REQUIREMENTS

Please note: It is an offence under the *Child Protection (Working with Children) Act 2012 (NSW)* for a prohibited person to engage in 'child-related work'. All applicants are required to supply their Working With Children Check number for verification by the school prior to commencing work. Further details: www.kidsguardian.nsw.gov.au

WWCC No.	<input type="text"/>	Expiry Date	<input type="text"/>
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CHRISTIAN FAITH AND EXPERIENCE

Church you attend:

How long have you attended: Name of Pastor/Minister:

Outline your past and current involvement in church and/or Christian ministry:

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Describe your habits regarding prayer and Bible study:

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Please state, in a few words, your view of Scripture:

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What is your motivation for working in a Christian School?

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Additional Questions for Teaching Applicants Only

Describe your approach to blending academic content with Biblical truth:

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Describe your approach to creating a productive and effective classroom environment:

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What values do you seek to model as a teacher?

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Outline your experience in curriculum development:

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PERSONAL INFORMATION

HEALTH INFORMATION

Do you have any pre-existing injury or health condition that may impact upon your ability to safely perform the inherent requirements of this position? Yes No

If yes, please provide details:

Applicants who have a health condition are invited to discuss its relevance or otherwise to their prospects for employment.

CONVICTIONS

Do you have any current convictions for any offences from any court, or are you currently the subject of any charge pending before any court? You do not need to give details of any conviction which you have had declared spent (Spent Convictions Act 1988) Yes No

If yes, please provide details:

You will be given the opportunity to discuss the matter if it is considered relevant to an appointment decision.

OTHER MATTERS

Are there any other facts, limitations or issues of which the school should be aware?

QUALIFICATIONS

Please attach certified copies of your qualifications to this application.

YEAR	QUALIFICATION	SPECIALISATION	INSTITUTION

EMPLOYMENT HISTORY

Please provide a brief description of relevant employment history

YEAR	EMPLOYER	POSITION & DUTIES

Please attach details of further training or skills that may be relevant to your application

Are you a member of any Professional Associations? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please list:
Skills/ competencies that you possess e.g. First Aid Certificate
Interests/ hobbies where you have special training or ability e.g. music
Community or service groups you are involved with

REFEREES

Please include details for at least one referee for each category below.

Be aware that in processing your application the school shall contact your referees, including your immediate past employer in regard to any outstanding child protection or disciplinary matters.

Character Referees (Friend or Colleague):

1. Name:	Position:
Workplace name & address:	Daytime contact number:
2. Name:	Position:
Workplace name & address:	Daytime contact number:

Professional Referees (Principal, Supervisor or Employer):

1. Name:	Position:
Workplace name & address:	Daytime contact number:
2. Name:	Position:
Workplace name & address:	Daytime contact number:

Pastoral Referees:

1. Name:	Position:
Workplace name & address:	Daytime contact number:
2. Name:	Position:
Workplace name & address:	Daytime contact number:

Please note that a **written reference from the pastor or a church leader** from the church that you are currently attending is also required.

STATEMENT OF FAITH

We believe:

1. That the bible alone is the inspired Word of God and the final authority for Christian belief and conduct.
2. There is one God, eternally existent in three persons, Father, Son and Holy Spirit, as sovereign Creator and Ruler of the universe.
3. In the Deity of Jesus Christ, His virgin birth, His sinless life, His miracles, His vicarious and atoning death through His shed blood, His bodily resurrection, His ascension to the right hand of the Father and His personal return in power and glory.
4. In the actual existence of Satan who is the father of all evil and opposed to God, ultimately subject to the purposes of God and destined to be confined forever in hell.
5. Man by nature is sinful and salvation is obtained by faith in Jesus Christ alone and His atoning works.
6. New birth (regeneration) by the Holy Spirit is absolutely essential for salvation.
7. The Church, the indivisible body of Christ, bound together by the Holy Spirit consists only of those who are born again.
8. In the resurrection of the saved unto everlasting life and blessedness in Heaven and the resurrection of the unsaved into everlasting punishment.
9. In the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly obedient life and in the bestowing of the gifts of the Spirit and the manifesting of the fruit of the Spirit in the life of the believer.
10. In Christ's great commission to the church to go into all the world and preach the gospel to every creature baptising those who believe.
11. God commanded us to love one another as Christ loved us.

DECLARATION

I declare that the information I have provided in this application is true in all respects. I acknowledge that any statement that is found to be false or deliberately misleading will make me, if employed, liable for dismissal.

I understand that if I am the preferred candidate for this position, screening processes shall be carried out to ascertain my suitability. I consent for such checks to be completed.

I believe in, and fully support, the Association's Statement of Faith (above), as well as school policies and educational goals.

Applicant's Name (print): Date:

Signature.....

- In the event that my application is not successful, I agree to the school keeping it on file for up to six (6) months, should another position become available
- I DO NOT agree to the school keeping my application on file

PRIVACY STATEMENT

Orange Christian School is subject to the Privacy and Personal Information Protection Act 1998. The information that you provide will be used for the purpose of assessing your application and, if successful, for administering your employment at the school. The information will be stored securely. For more information, see the school's Privacy Policy, and Standard Collection Notice, available on the school's website. If you have a concern or complaint about the way your personal information has been collected, used, or disclosed, please contact the school.