(ICT30120) Certificate III In Information Technology

Job Description

Duties of Position:

A Trainee in Information Technology (IT) will support the IT team under the direction of the Information Technology Manager at Mount Clear College to provide support to students and staff with IT and Multi Media needs.

Tasks Involved:

An Information technology trainee may perform any or all of the following tasks:

Information Technology

- Assist in deploying and supporting various ITC equipment such as desktop/laptop PCs, switches, routers, printers, iPhones, 3CX phone system, iPads, Surface Pros, televisions etc.
- Support of school and external providers with sound and lighting requirements for functions such as Presentation / Information evenings and theatre hire.
- Assist with the deployment and support of various applications such as Office 365, Adobe Creative Cloud.
- Assist with maintenance of the IT Asset Management System.
- Maintain and setup classroom devices
- Manage ICT borrowing
- Set up and management of school BYOD Devices – Setting restrictions, Wifi Profiles, Apps
- Support Staff and students with all ICT
- Work alongside teachers in classroom to support the Digital Technology curriculum
- Photography and Video filming as required
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Work Conditions:

The Information Technology trainee will work under the Information Technology Manager and the Business Manager. Flexibility of hours may be required.

Personal Requirements:

- Aptitude for learning
- Well organised and high-level time management skills
- Able to work as part of a team
- Able to meet deadlines
- Good communication skills and ability to work effectively with secondary students and staff
- Aptitude for working with computers and a passion for digital media.
- Able to work accurately and neatly
- Working with Children Check

Key Selection Criteria:

- Ability to form positive relationships and communicate clearly with other members of the school community
- Demonstratable desire to develop ITC and multimedia skills
- Good knowledge of basic ITC concepts and technologies
- Ability to work to pre-determined timeframes
- Well-developed and demonstratable problem-solving skills.
- Self-motivated and ability to work independently at times