



SETON CATHOLIC COLLEGE

every interaction matters

Marchant Road Samson WA 6163
PO Box 333 Hamilton Hill WA 6963

Phone: (08) 9331 9600
Fax: (08) 9314 8440

Email: admin@seton.wa.edu.au
seton.wa.edu.au

Position Description ICT Support Officer

Seton Catholic College is a Catholic co-educational school educating students in Years 7-12. Founded in 1990 following the amalgamation of De Vialar College and St Brendans' College we serve the local Fremantle and south-west suburbs community helping and supporting families to educate their child. Through the programs offered at the College we encourage the students to continually strive for excellence and exhibit Catholic Leadership in enabling students to demonstrate these important qualities in the relationships they will experience at school and beyond.

Seton Catholic College seeks to assist in the spiritual, academic, cultural, physical and emotional development of all students while acknowledging the primary role of the family as educator. As such, the College encourages its students to rigorously pursue excellence in all dimensions of their lives and to become leaders within their community through the active expression of their faith.

Position Description

The ICT Support Officer provides ICT support to College staff and students in a timely and professional manner.

Key Responsibilities

- General ICT support to staff and students
- Level 1/2 ICT Helpdesk support
- Installation and troubleshooting of hardware/software
- Management and improvement of ICT Helpdesk systems (Intune MDM, Asset Management etc)
- Assistance with and resolving network connectivity issues (Cisco/Meraki)
- Other duties as requested by the ICT Manager

Key Selection Criteria

The successful applicant will demonstrate:

- Commitment to the ethos and values of Catholic education
- A strong desire to learn and understand ICT skills and knowledge
- Completion or currently working towards completion of a formal ICT Qualification is desirable
- Ability to work independently as well as part of a team and to foster positive relationships with students, staff and parents
- Excellent written and verbal communication skills

- Willingness to work towards completion of CEWA's Accreditation to Work in a Catholic School
- Willingness to become an active member of the Seton Catholic College community with a strong commitment to promoting and supporting the varied aspects of College life
- A shared responsibility to ensure ongoing support for a child-safe culture within the Catholic Education System

Terms of Appointment

- Full-time 1.0 FTE Position (Four (4) days part-time may be considered for a suitable applicant)
- Ongoing Position
- Reports to ICT Manager
- Salary Range \$67,000 - \$74,000 per annum

Applications

Please visit [Employment Vacancies \(seton.wa.edu.au\)](https://seton.wa.edu.au) to access and complete the online Application Form and to upload a

- Covering letter
- Current resume, including the names and contact details of at least three referees

If successful, the following documentation will be required:

- Working with Children Check
- Education Department issued Nationally Coordinated Criminal History Check

Disclaimer

It is not the intention of the position description to limit the scope of the position but to highlight the most important aspects. The aspects mentioned above may be altered in accordance with the changing requirements of the role.