



Computer Technician



Position Description

Position:	<i>Computer Technician</i>
Commencement:	<i>Immediate Start</i>
Employer:	<i>St Joseph's College Geelong</i>
Location:	<i>Geelong, Victoria</i>
Award:	<i>Catholic Education Multi Enterprise Agreement 2022</i>
Contract:	<i>Full Time Ongoing</i>
Category:	<i>Level 2 Education Support Employee Category A (four weeks paid annual leave)</i>
Wage Range	<i>\$61 295 - \$78 500</i>
Closing Date:	16 August 2026

About Us

St Joseph's is a Catholic Edmund Rice Education Australia Boys' Secondary College, with an enrolment over 1800 students. This college community is committed to the safety, wellbeing and protection of all children in our care. There is particular attention paid to the most vulnerable children, including Aboriginal and Torres Strait Islander children, children from culturally and/or linguistically diverse backgrounds, and children with a disability.

As a Catholic school we aspire to form students' hearts and minds to act with Integrity and Compassion within a learning culture that is engaging, rigorous, inclusive, innovative and within which each student is challenged to achieve excellence.

Role Summary

The Computer Technician reports to the Computer Services Manager and is responsible for maintaining the general operation of client computers and peripherals. The initial response to Help Desk enquiries is carried out by this person. The position requires the person to provide advice on network, software and hardware issues and to plan for and implement procedures for reimaging laptops at the end of each year.

Key Responsibilities and Duties

COMPUTER TECHNICAL SUPPORT

- Present a technically proficient, highly professional, welcoming and helpful service that clearly demonstrates the values of the College in the Edmund Rice Tradition.
- Be familiar with the range of common software used in the College and to be able to provide classroom support on its use when required.
- Provide support to clients in diagnosing and resolving hardware and software issues and other computer related difficulties.
- Undertake general fault-finding tasks when the need arises. This includes detection and repair of network cabling faults, analysis of printing problems and general diagnostic procedures.
- Create and test software images and deploy these to computers via the network.
- Document and implement procedures for deployment of software and the reimaging of laptops at the end of the year.
- Install new software and upgrade existing software as required.
- Unpack, assemble, test and install equipment, including peripherals.

- Undertake routine maintenance of equipment.
- Maintain supplies of printing materials such as paper, laser toner cartridges and ink jet cartridges.
- Organise the repair of equipment including maintenance of records of repairs performed on equipment so that a 'service' history for each item of hardware can be established.
- Maintain appropriate personal professional development in the area.
- Supervise IT Trainees
- Supervise casual staff employed to assist with computer work
- Assist with the Texperts Program

ICT ADMINISTRATION

- Maintain records of equipment allocations and loaning of equipment using the Library database.
- Support compliance with relevant legislation concerning data privacy, data security, Cybersafety and copyright.
- Support the development of policies and procedures for the appropriate use of computer related technologies.
- Have a commitment to and awareness of matters in relation to Occupational Health and Safety.
- Maintain and contribute to individual and collective responsibility for Health and Safety at the College.
- Maintain OH & S procedures related to the ICT work areas.
- Maintain the safe and tidy organisation of the ICT Centres.
- Help to ensure a safe working environment in the classrooms and staff work areas. This involves checking leads, connections, seating, storage and cleanliness and safety of the computer rooms and work area.
- Other duties as assigned by the ICT Manager.

CHILD SAFETY

- Provide students with a child-safe environment.
 - Be familiar with and comply with the College's child-safe policy and code of conduct, and any other policies or procedures relating to child safety.
 - Proactively monitor and support student wellbeing.
 - Exercise pastoral care in a manner which reflects school values.
- Implement strategies which promote a healthy and positive learning environment.

Personal Qualities

Mandatory licensing:

All individuals employed by the College need to have a Working with Children (Employee) Card and a National Police Record Check.

Expected qualities:

The successful applicant would demonstrate:

- Self-motivated person with a high level of initiative.
- Exemplary customer service.
- Strong communication and presentation skills as well as the ability to listen and display patience.
- The ability to work both independently and effectively as part of a team.
- Well organized and work with a high degree of accuracy at all times.

It is anticipated that the Computer Technician would have the following:

- Relevant tertiary qualifications in ICT
- Experience in trouble-shooting, repairing and setting up ICT equipment and networks
- Experience in an education related setting is desirable.

Desirable

- Previous experience in an education environment.
- Victorian Driver's License

Application

For more information **and to apply** please refer to the *Employment Opportunities* section on the College website www.sjc.vic.edu.au

Should you require any further detail please contact:

Human Resources Manager

Email: recruitment@sjc.vic.edu.au

Ph: 03 5226 8131

St Joseph's College prides itself in developing the students that demonstrate:

Compassion

Innovation

Integrity



Liberating
Education



Gospel
Spirituality



Inclusive
Community



Justice and
Solidarity



Employee Value Proposition

At St Joseph's College Geelong, we are committed to fostering a culture of excellence where all staff and students are valued and respected. Our Catholic boy's secondary school, situated across two campuses in Geelong, offers a supportive and dynamic work environment that encourages personal and professional growth. Join us, and become a part of a community dedicated to nurturing the minds and hearts of young men.

Why Work at St Joseph's College Geelong?

A Culture of Excellence and Respect

At St Joseph's College Geelong, excellence is not just a goal; it is a culture. Our dedicated staff strive to provide the highest quality education, instilling a love for learning and a pursuit of personal bests in our students. It is wonderful to have students say "thank you" after each class. We value and respect every member of our community, fostering an inclusive environment where everyone is welcome and their contributions are recognised and celebrated.

Compassion, Innovation and Integrity

Are integral to all that we do. Our staff experience support and understanding when they or family members are ill. We have the largest school based Virtual Reality Lab in Australia, we explicitly teach students 'self-directed learning skills' and offer micro credentialing in addition to traditional reporting. Integrity is visible in every decision we make.

Outstanding Facilities

Our Edmund Rice Campus, perched on top of Newtown Hill, boasts outstanding facilities that enhance both teaching and learning experiences. With state-of-the-art classrooms, cutting edge technology, and extensive sporting facilities, we provide an environment where both students and staff can thrive. The campus's stunning views over Corio Bay, Barwon Valley, and the You Yangs create an inspiring backdrop for educational excellence.

Strategic Location

Conveniently located close to the Geelong Ring Road, both campuses offer easy access for staff commuting from the Geelong region including the Surf Coast and Bellarine Peninsula.

Bespoke Year 9 Curriculum at Westcourt Campus

Our Year 9 Westcourt Campus provides a unique, intimate learning environment with a bespoke curriculum designed to meet the specific needs of our students. With a strong focus on personal development, this campus allows educators to deliver tailored programs that support each student's growth, both academically and personally. As a staff member, you will have the opportunity to make a significant impact on the lives of young men during a crucial stage of their development.

Professional Development Opportunities

At St Joseph's College Geelong, we believe in continuous learning for our staff. We provide opportunities for formation in the Edmund Rice charism. We offer comprehensive professional development programs that support career progression and skill enhancement. We promote from within, creating a leadership pathway for teachers. Whether you are an experienced educator or new to the profession, you will find opportunities to expand your knowledge, collaborate with colleagues, and stay at the forefront of educational best practices.

Strong Community and Supportive Environment

Our school is built on strong community values, where teamwork, collaboration, and mutual support are at the core of everything we do. As part of the St Joseph's College Geelong family, you will join a network of passionate educators and staff who are dedicated to making a positive difference in the lives of our students.

Commitment to Wellbeing

We prioritise the wellbeing of our staff and students. Our comprehensive wellbeing programs and initiatives ensure a healthy work-life balance which is assisted by midweek rather than weekend sporting commitments and we provide support for mental, emotional, and physical health. Our staff have access to our fully equipped gym and high performance centre. We believe that a happy and healthy staff is essential for creating a positive and productive learning environment.

Benefit Summary:

- employee stability
- regional / rural / coastal living
- accessible commute
- commitment to diversity in employment and enrolment practices
- extensive position of leadership opportunities
- teaching and leadership mentoring, professional development and support
- encouragement and financial support to undertake further educational studies (eg Masters programs)
- free first aid training
- extensive compliance training
- access to college facilities including resource library, gym and high-performance centre
- wellbeing programs including yoga and supervised personal training
- state-of-the-art contemporary learning spaces
- laptop provision to all staff
- staff uniform for specific positions
- annual teaching excellence and service awards
- great work life balance
- family prioritisation (eg we will often have primary students sitting in the back of staff meetings or in the staffroom on primary student free days)
- opportunities to attend local, national and international immersion programs
- opportunities within service learning
- extensive learning diversity support staff, AFL trainees and tutors to assist teachers in classrooms
- collaboration built into meeting structures
- in term professional learning days
- teaching opportunities within 7 to 10 curriculum, applied learning, VET, VM and VCE
- staff discount for students at the College
- awards for best teacher and best support staff (peer nominated) presented annually at a 'staff gratitude luncheon' at a function centre. Winners receive a certificate, honour board entry and \$500
- flexibility in our implementation of the Multi Enterprise Agreement resulting in increased flexibility in home time, requirements to be onsite
- the two meeting a week, rule, is not enforced. After-school meetings are rotated to ensure they meet the needs of the College and staff professional learning
- liberal access to leave

Join Us

If you are passionate about education and want to be part of a community that values excellence, respect, and personal growth, St Joseph's College Geelong is the place for you. Together, we can inspire and empower the next generation of young men to achieve their full potential.

Apply today and embark on a fulfilling career with St Joseph's College Geelong, where your dedication and expertise will be valued, and your contributions will help shape the future.