



Graduate AV/ IT Support Technician

POSITION DESCRIPTION

POSITION:	Graduate AV / IT Support Technician
AWARD / AGREEMENT:	Girton Grammar School Bendigo Enterprise Agreement 2022 Educational Services (General Staff) Award 2020
REPORTS TO:	ICT and AV Manager
EMPLOYMENT TYPE	12 Month fixed term contract – Fulltime (non payspread)
SALARY:	Grade 1

PURPOSE OF POSITION

Girton Grammar is seeking a strong team player with a proactive attitude to join Girton Grammar School as a Graduate IT/AV Support Technician on the IT Help Desk team. This exciting 12-month placement offers a Year 12 student the opportunity to gain hands-on experience in the IT and AV fields. Working closely with the IT/AV team, you will assist with daily IT tasks, provide front desk IT support, help with in-classroom IT and AV setups, and assist with basic AV setups for events.

The role will involve troubleshooting, maintaining, and supporting various hardware, software, and audiovisual (AV) systems within the school. Working within a collaborative team, the Graduate IT/AV Support Technician will develop key skills in customer service, technical support, and AV management in a school setting.

The successful candidate will receive comprehensive onboarding and ongoing training in IT systems and procedures and regular feedback will be provided to support your development and performance in this role

ABOUT GIRTON GRAMMAR SCHOOL

Girton Grammar School in Bendigo is a leading independent school catering for around 1,200 students from Preparatory to Year 12 in an enriching and supportive environment.

With a Junior School campus and separate Senior School campus minutes from the centre of town, this renowned School sits at the heart of the Bendigo community.

The School is proud of its culture of optimism and commitment in both students and staff, translating to personal growth and academic achievement that truly sets the School apart in Regional Victoria.

Our rich history and steadfast values have, over time, built a school culture where we equally value people, character and learning. The behaviour and attitude of our students and staff contributes to a learning environment where every child is known and their individuality is respected.

KEY RESPONSIBILITIES

The successful candidate will be responsible for achieving the following outcomes:

General IT Support

- Provide effective troubleshooting and resolution of routine IT issues, contributing to the smooth operation of the school's IT systems.



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- Maintain accurate documentation through efficient filing, archiving, and data entry to support school operations.
- Communicate professionally by drafting and sending emails, distributing supplies and hardware, and responding promptly to enquiries from staff, students, parents, and the school community.

Helpdesk and Classroom Support

- Deliver first-line IT helpdesk support at the front desk, managing queries from staff and students to ensure timely resolution of IT issues.
- Ensure smooth functioning of classroom IT and AV equipment by providing technical assistance and support for in-classroom setups.

Event and AV Support

- Assist with AV setups and provide technical support to ensure school events and activities run smoothly.
- Support the Arts department with in-school performances, including moving the grand piano as required.
- Effectively assist in the setup and support of school events, such as in school assemblies, music nights, speech nights, house dinners and foundation days preparations.

Equipment and Inventory Management

- Maintain the media equipment inventory by keeping accurate records of student borrowing and ensuring equipment is available and in good condition.
- Maintain and clean equipment and workspaces, reporting any malfunctions for timely repair or replacement to ensure a safe and functional environment.

Project Assistance and non term-time projects

- Collaborate with the administration team to provide project assistance and support the execution of school events, including information nights, Parent & Teacher Interviews, Foundation Day, and Speech Night.
- Support strategic projects during non-term time, such as building fit outs and security policy development, under the direction of the IT Manager.
- Support the Arts department Assistant during term break if required to audit media equipment inventory including organising repairs or replacement equipment.

Communication and collaboration:

- Develop and maintain respectful and professional working relationships and open and regular communication with parents, colleagues and students as required in the role.
- Actively collaborate with the colleagues to develop and share resources and strategies.
- Attend and participate school meetings, when required.

School Community Engagement:



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- Contribute to the broader school life beyond the classroom through participation in school events, committees, and activities.
- Serve as a positive role model for students, demonstrating professionalism and ethical behaviour.

Other duties

In addition to timetabled lessons and activities, Professional services staff may be required to undertake and participate in the following

1. Actively supervise students in rostered duties (yard duty, assemblies and other activities).
2. Participate in staff meetings, departmental meetings and other meetings, as scheduled.
3. Actively support the philosophy, directions, goals, policies and values of the School.
4. From time to time, the AV and IT Technician will be required to undertake other duties, as directed by the ICT Manager/ AV Manager or Principal.

Duties scheduled outside of timetabled classes

- Attend as required Speech Night, information nights, open days and other designated significant School activities.

KEY CONTACTS AND RELATIONSHIPS

The Graduate IT/AV Support Technician reports directly to the AV and ICT Managers and is a key member of the Tech team. The role also works closely with the following position holders and external organisations:

- Head of Arts Faculty
- Head of Drama
- Head of Music
- Head of Art
- Arts Faculty Coordinator
- Maintenance Team
- Specialist Teaching and General staff

KEY SELECTION CRITERIA

1. **Interpersonal and Communication Skills:** Ability to develop rapport, show respect, and communicate effectively with a diverse range of people, including students, families, colleagues, and external stakeholders.
2. **Organisational and Analytical Skills:** Well-developed organisational skills, with ability to manage competing priorities.
3. **ICT and Database Management:** Demonstrated interest and Basic understanding in IT/AV support at school and a desire to grow in this field
4. **Commitment to Student Wellbeing and Child Safety:** Demonstrated understanding of, and commitment to, student wellbeing and child safety, including appropriate behaviours when engaging with children from diverse backgrounds.
5. **Personal Integrity and Embracing Diversity:** Demonstrates personal integrity, fairness, and an open-minded approach, embracing diversity and contributing positively to the school's culture



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6. **Future plans** to pursue further education in either Information Technology (IT) or Audio-Visual (AV) fields or similar fields

QUALIFICATIONS AND EXPERIENCE

Year 12 student at Girton Grammar, interested in pursuing further study in IT or AV.

PERSONAL COMPETENCIES AND ATTRIBUTES

Professional Services and non-teaching staff at Girton Grammar School empower, motivate, and support students, colleagues, and the wider school community to achieve or exceed performance expectations, playing a vital and influential role in shaping the positive experiences and development of all students and staff through their professional contributions and support. All staff are encouraged to investigate new ideas and adopt innovation and improvements relevant to their roles. Analytical and problem-solving skills are essential for evaluating challenges and identifying opportunities for both personal and organisational growth. Collaboration, relationship-building, and trust are central to our school's philosophy and approach. We value staff who are open-minded, demonstrate personal integrity and fairness, and embrace diversity

PROFESSIONAL DEVELOPMENT AND KNOWLEDGE EXPECTATIONS

All professional services and non-teaching staff at Girton Grammar School are required to maintain a range of contemporary knowledge. Girton Grammar School provides regular and scheduled training and information for all relevant staff in the following.

- First aid qualifications including Anaphylaxis Management and Emergency Asthma Management.
- A sound understanding of and commitment to the Child Safe Policy and Standards, and other mandatory reporting requirements as they apply to Victorian Schools.
- A sound knowledge of current OH&S legislation and guidelines as they apply to education, and a commitment to ensuring a safe working environment.
- All employees of Girton Grammar School are required to review, acknowledge and adhere to the Employee Code of Conduct.

MISSION AND VALUES

All staff must have an understanding of and commitment to working within the School's stated values in striving towards achievement of our mission. Further information regarding expectations of staff can be found in the Mission and Values document on Girton Grammar School's website.

STUDENT WELLBEING

Girton Grammar School's [Supporting Student Wellbeing document](#) outlines the role staff are expected to play in the care and nurturing of each student.

CHILD SAFETY

Girton Grammar School is committed to promoting child safety, children's wellbeing and protecting children from abuse. Ministerial Order 1359 requires the School to implement child safety standards and to accommodate and take the needs of all children into account when creating a child safe environment. All staff must comply with the School's child safety policies and related policies and procedures, uphold the overarching principles and values



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set out, and take all reasonable steps to promote the safety of children. All employees at Girton Grammar School are required to:

- Have a current Working with Children's Check or VIT registration.
- Complete all mandatory reporting training and education about Child safety.
- Adhere to the Schools Child Protection Policies and Procedures.
- Report suspected cases of child abuse in accordance with school policies.

OCCUPATIONAL HEALTH AND SAFETY (OHS)

Workplace health and safety is the responsibility of all staff. All staff are responsible and accountable for:

- Demonstrating a full awareness of work health and safety issues and School OHS instructions, policies and procedures including, but not limited to, any first aid or emergency procedures and ensuring compliance with these.
- Assuming allocated roles in the School's emergency response or occupational health and safety structures
- Taking reasonable care of their own health and safety and the health and safety of others who may be affected by their acts or omissions.
- Promoting a safe work environment by raising OHS issues in a timely, constructive and solution orientated manner with a Manager or the OHS Committee.
- Immediately reporting any Notifiable Incident or any identified health and safety matter via the appropriate channels.

STAFF WELLBEING

Employee wellbeing is central to the values, practices and life of Girton Grammar School. We care about our people and school community and understand wellbeing is essential to the educational outcomes of our students and culture of our School. We recognise and are fully committed to providing a safe and compassionate workplace and appropriate wellbeing support services and resources for all employees. All employees have access to an independent and confidential free Employee Assistance Programme and we provide a range of resources, policies, consultation and a staff representative committee that focus upon initiatives and practices that actively support employee wellbeing.

ADDITIONAL INFORMATION.

Appointment of successful applicants will be made subject to a satisfactory pre-employment check. A six-month probation employment period applies to all new employees at Girton Grammar School. Employment conditions are in accordance with the Girton Grammar School Bendigo Enterprise Agreement, 2022 (or its' successor). The School is committed to the principles of Equal Opportunity Employment, merit based selection, equity, diversity and procedural fairness in our recruitment.

Girton Grammar School reserves the right to modify position descriptions, as required. Relevant staff will be consulted, where this is required.

STAFF BENEFITS

Girton Grammar provides additional employment and professional benefits such as,

- Staff discount on school fees for ongoing permanent staff
- Access to Professional Learning and Leadership Mentoring programs



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- Discretionary personal leave for emergent issues
- Opportunity to take on additional responsibilities for experience
- Active Staff Association
- Free and voluntary vaccinations
- Access to EAP counselling services.

REFERENCE DOCUMENTS

[Statement of Effective Student Learning](#)

[Supporting Student Wellbeing](#)

[Strategic Plan 2023 - 2028](#)

[Mission and Values document](#)

[Child Safety Policy](#)

[Child Safety Responding and Reporting Obligations](#)

[Child Safety Code of Conduct](#)

APPROVAL

Developed	September 2023
Reviewed	October 2025
Reviewed	

SIGNATURE PANEL

By signing below, I acknowledge that I have read and understood the responsibilities, duties, and expectations outlined in this position description. I agree to fulfill the requirements of this role to the best of my abilities and adhere to the school's policies and procedures.

Name

Signature

Date

Principal Dr. Emma O'Rielly

Signature

Date

This position description may be subject to review and adjustment in response to the evolving needs of the school and as part of the performance appraisal process.