



ICT HELPDESK SUPPORT OFFICER

Casual
Approximately 15 to 30 hours per week

The position

We welcome applications to join our ICT team at Sunrise Christian School, in the position of ICT Helpdesk Support Officer.

The ICT Helpdesk Support Officer is responsible for maintaining ICT functions across all Sunrise Schools and Sunrise Early Learning Centres. The incumbent will help ensure the ICT services operate effectively in accordance with School policies and will work closely with staff and students to support educational outcomes.

The ICT Helpdesk Support Officer position is based at the Kings Park Corporate Services office, however, the successful candidate will be required to travel to all Sunrise Schools and Sunrise Early Learning Centres across South Australia as required. The ICT Helpdesk Support Officer is accountable to the Manager ICT or delegate, whilst working closely with the ICT team and fostering positive relationships with other key stakeholders. Days of work will be negotiated with the successful candidate. The casual pay rate will be at the School Assistants Grade 2 classification as outlined in our Enterprise Agreement 2022.

A full Job & Person Specification is available on the [Sunrise Careers](#) webpage.

To be successful

We are looking for committed Christians who are active in church fellowship to join our vibrant Christian community.

It is expected that applicants will:

- Be a committed Christian and in active fellowship of a local church.
- Have a passion for ICT and a strong desire for learning.
- Possess a high level of organisational skills, while working in a complex, changing environment.
- Establish effective working relationships based on mutual respect and maintain a professional attitude at all times.
- Demonstrate a high level of attention to detail.
- Be able to work independently and as part of a team.
- Demonstrate sound problem-solving skills, excellent communication skills, both written and verbal, and the ability to convey technical concepts in a non-technical manner.
- Hold a current driver's license.
- Possess a current Working With Children Check and a National Police Check, or be willing to obtain these, and have completed Responding to Risk of Harm, Abuse & Neglect in Education & Care (RRHAN-EC) training, Protective Practices training, and Safety Management Online (SMO) training or be willing to complete these upon commencement.

About Sunrise Christian School

Sunrise Christian School educates the hearts and minds of children to provide wisdom and an understanding of God. Established in 1978, we offer diverse learning opportunities set in a welcoming Biblically based environment, to give each student the opportunity to shine. We have six schools and five ELCs located in South Australia and are a member of Christian Schools Australia (CSA).

At our schools you will find wonderful staff that inspire generations of social influencers and disciples of faith. Our teams are engaging, motivated, and empowered in a holistic, Biblically-based manner to develop a love of learning in our students. We work with parents to support students' academic, social, and spiritual needs to help them fulfil their potential.

Further information

Please contact our HR team at careers@sunrise.sa.edu.au or on 8465 6042.

Application process

Please submit your complete application (including your cover letter and resume) via the [Sunrise Careers](#) webpage by **9:00am, Monday 25 March 2024**. Please note applications will be assessed as received and may close earlier if a suitable applicant is identified prior to the closing date.