



**SUNRISE**  
Christian School

Head Office  
Level 2  
305 Goodwood Road  
Kings Park, SA, 5034  
08 8465 6000  
[www.sunrise.sa.edu.au](http://www.sunrise.sa.edu.au)

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## **CASUAL ICT SUPPORT OFFICER**

### **SUNRISE CHRISTIAN SCHOOL**

#### **JOB AND PERSON DESCRIPTION**

Adelaide Christian Schools (ACS) is a community of schools, both nationally and internationally. These schools provide an education of academic excellence consistent with the teachings of the Bible, to children of many Christian denominations. They teach and train students in all aspects of life in such a way that God is seen as the centre of everything. They are an extension of the home and help parents fulfil the God-given mandate to bring up their children in His ways.

The primary corporate service functions of ACS are based at the Kings Park office for Sunrise schools, international schools, and ELCs and the Mile End Campus of Temple Christian College for Temple and Discovery.

The ICT Support Officer for Sunrise Christian Schools is based at the Kings Park office and is responsible for providing ICT support to staff and students under the direction of the ICT Manager to all metropolitan Sunrise schools and Early Learning Centres: Sunrise Christian School Fullarton, Sunrise Christian School Paradise, Sunrise Christian School Morphett Vale, Sunrise Christian School Marion, and Sunrise Christian School Early Learning Centres.

Sunrise Christian School  
Fullarton  
95 Wattle Street  
Fullarton, SA 5063  
08 8465 6001

Sunrise Christian School  
Paradise  
4 Crowle Road  
Paradise, SA 5075  
08 8465 6002

Sunrise Christian School  
Morphett Vale  
70-74 Pimpala Road  
Morphett Vale, SA 5162  
08 8465 6003

Sunrise Christian School  
Marion  
286 Sturt Road  
Marion, SA 5043  
08 8465 6004

Sunrise Christian School  
Naracoorte  
72 Old Caves Road  
Naracoorte, SA 5271  
08 8465 6005

Sunrise Christian School  
Whyalla  
2 Sunrise Lane  
Whyalla, SA 5608  
08 8465 6006



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**JOB SPECIFICATION**

**OVERVIEW**

The ICT Support Officer is responsible for maintaining ICT functions across all metropolitan Sunrise schools and Sunrise Early Learning Centres. The employee will ensure that the ICT services operate effectively in accordance with school policies and work closely with staff and students to support educational outcomes.

This position will report to the ICT Manager and work closely with key stakeholders.

**KEY RESPONSIBILITIES**

- Contribute to the continued development of ICT services in conjunction with the ICT Manager and key stakeholders
- Monitor and respond to systems and applications failures
- Ensure the continued delivery of ICT services in conjunction with key stakeholders
- Provision end user services e.g. accounts, access
- Provision of ICT support to staff and students as required
- Provision and management of end user devices
- Assisting with staff professional development
- Monitor and respond to security breaches
- Monitor and respond to breaches of school policy or law
- A key focus on delivering the goals of the school
- Travel between schools as needed

The position will be reviewed as the role changes and will be appraised on a regular basis.

Approved \_\_\_\_\_ Date \_\_\_\_\_  
**Manager Corporate Services Sunrise Christian School - Signature**

Approved \_\_\_\_\_ Date \_\_\_\_\_  
**Applicant's Signature**

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## PERSON SPECIFICATION

### ESSENTIAL MINIMUM REQUIREMENTS

#### QUALIFICATIONS

- A current Driver's Licence
- Current DCSI clearance
- Up-to-date Child Safety qualification i.e. SMO

#### SKILLS / ABILITIES

- High level of communication skills
- High level of organisational skills while working in a complex and changing environment
- Skills in establishing effective working relationships based on mutual respect
- Ability to work independently
- Sound problem-solving skills
- Ability to convey technical concepts to non-technical people
- Ability to maintain a professional attitude at all times

#### PERSONAL ATTRIBUTES

- Passionate about ICT and a strong desire for learning
- An ongoing commitment to the Lord Jesus Christ as Lord and Saviour
- A mature faith and active involvement in a local church
- A proven lifestyle founded on Biblical Christian principles
- A life that demonstrates the indwelling of the Holy Spirit
- A willingness to affirm the foundation statements and principles promulgated by the School and ACS
- A Christian with a strong commitment to Christian Education and a determination to serve God in a Christian school community

#### KNOWLEDGE

- Good knowledge in the relevant areas to deliver the key responsibilities

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## DESIRABLE CHARACTERISTICS

### EXPERIENCE

- Experience in an educational environment
- Experience in a similar ICT technical support role

### KNOWLEDGE

- Experience with Apple devices i.e. macOS, iOS, tvOS
- Understanding of VoIP phone systems i.e. Cisco call manager
- Understanding of Windows Server environment i.e. Active Directory
- Understanding of Linux environments is highly desirable

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