



*Wisdom through Faith & Knowledge*

### **Position/Job Description: IT Officer**

Playford College is a young and rapidly growing Foundation to Year 12 school with over 500 students. The College strives to provide a safe and inclusive environment that supports the well-being of all children from all backgrounds. The College continues to build a team of dedicated staff who are keen to work in an environment that strives to support children to be the best they can be, academically, spiritually, physically and socially.

At Playford College we strive to live our motto – to seek wisdom through faith and knowledge.

In recent years, the IT facilities and resources at the College were improved with an upgraded server, MacBooks for Senior Secondary students, migration to Microsoft 365, new computers for the newly renovated IT suite, a new filtering system called Linewize, class laptops for Year 6 students as well as laptops for all Secondary students, an upgraded management system, connection to the NBN and many other initiatives.

A review of the IT staff recognised the College needed extra trained and specialist IT personnel.

The following will be valued for this appointment:

#### **Skills, Knowledge and Experience**

- Experience in schools or education settings
- Excellent customer service skills
- Experience working within an ITIL based IT support environment
- Experience supporting and administrating an Office 365 environment
- Experience in supporting a range of desktop and mobile operating systems, such as Microsoft Windows, Apple MacOS, and iOS
- Knowledge of Microsoft Active Directory
- Experience with mobile device management and software deployment
- Have relevant Level 1/2 Helpdesk Support experience
- Basic network troubleshooting skills
- Experience with Windows Servers desired, but not essential

#### **Qualifications & Requirements**

- IT Diploma Qualified or equivalent industry experience / certification

Application forms and details are available on the Playford College website.

**Closing date:** Tuesday 19th July 2022

Application will be emailed to [jobs@playfordcollege.sa.edu.au](mailto:jobs@playfordcollege.sa.edu.au)

24 Durrington Road, ELIZABETH, SA, 5112

T: (08) 8252 3044 | e: [admin@playfordcollege.sa.edu.au](mailto:admin@playfordcollege.sa.edu.au) | [www.playfordcollege.sa.edu.au](http://www.playfordcollege.sa.edu.au)



PLAYFORD  
COLLEGE

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## Application Declaration

(Teaching and General Staff positions)

*This form must be attached to all applications and all areas must be completed.*

### Section A: Personal Details:

Title: \_\_\_\_\_ First Name: \_\_\_\_\_ Surname: \_\_\_\_\_

Email: \_\_\_\_\_ Preferred Telephone: \_\_\_\_\_

Address: \_\_\_\_\_

Suburb: \_\_\_\_\_ Post Code: \_\_\_\_\_

Australian Citizen: \_\_\_\_\_

Current DCSI or WWCC: Ref # \_\_\_\_\_ Expiry: \_\_\_\_\_

Teacher Registration (if applicable): Ref # \_\_\_\_\_ Expiry: \_\_\_\_\_

Mandatory Notification (RAN): Provider: \_\_\_\_\_ Date completed: \_\_\_\_\_

First Aid: Course name: \_\_\_\_\_ Date completed: \_\_\_\_\_

### Section B: Position Details

Position applying for		
Application closing date		
Relevant Formal Qualifications (eg Dip Ed, B.Ed, Cert IV etc.)		
Current position held and years of service		
Notice period required		
Referees  (Please provide at least 3 professional referees, including their name, company/school, position, contact number and relationship to you)		



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### Section C: Declaration

**Please respond (Yes/No) to the below questions and sign the declaration at the end of this form:**

Have you ever been investigated, charged, arrested or found guilty of any criminal offence? (Indicate 'no', where an expiation notice only was received)	
Have you ever received a written counselling or warning or been dismissed or resigned following allegations of improper or unprofessional conduct or unsatisfactory performance?	
Have you ever or are you currently the subject of an investigation or any other process relating to unsatisfactory performance or misconduct by you as an employee?	
Have you ever been the subject of allegations of misconduct by you of a sexual nature towards or in relation to a child (person under 18 years of age) or towards any other person to whom you were responsible for providing education or other service?	
Our process includes asking referees whether there are any child protection concerns in your regard. Do you foresee any problem arising from this process?	
(If applicable) Do you have any conditions on your SA Teachers Registration?	

**Please note: if you answer 'Yes' to any of the above questions, you are required to provide comprehensive supporting details, including relevant documentation in order to be considered for employment. (Please attach as separate sheets)**

**If you chose not to answer one or more of the above questions, please indicate by ticking the box below that you wish to meet with the Deputy or Principal to discuss.**

I have opted not to answer one or more of the above questions and ask that a meeting be arranged between the Deputy and Principal and myself.

*Please note: If you request a meeting you must submit your application at least one week prior to application closing date.*

### Declaration:

I understand that any false or misleading information I provide will result in me not being considered for employment or may result in the termination of my employment. I declare that I have answered the Employment Declaration Form truthfully.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_



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**Section D: Checklist (documents to be included in your application)**

- Playford College Application Declaration (signed and dated)
- Cover Letter / Application
- Current Resume
- Teachers Registration (if applicable)