

APPLICANT INFORMATION PACKAGE

Introduction

Thank you for your interest in applying for the position of IT Support Officer with St. John's Lutheran School, Kingaroy. Please read the following notes carefully. They are designed to assist you in applying for the position.

The position available is for:

(a) IT Support Officer

The Organisation

St. John's Lutheran School is administered by the school council in accordance with the constitution and by-laws. The council consists of men and women who share the commitment of staff, give freely of their time to ensure the continued efficient and effective operation of the school.

St. John's Lutheran School is currently a Prep to Year 11 school and is very excited to be expanding into Year 12 in 2024. Consequently, we are anticipating enrolment growth and seek applications from passionate, innovative educators.

St John's has a current enrolment of 520 students in Years Prep – 11. The school is located at 84 – 94 Ivy Street, Kingaroy. There is a Kindergarten located on site that operates a 5-day sessional programme.

Mission

Our school community is committed to providing quality education which endeavours to prepare children for the future, in a caring, supportive Christian environment.

Position

- The IT Support Officer position is a full-time position one year contract with the possibility of extension for the right applicant.

How to Apply

Your application is a tool to assist you in selling yourself and your skills in an effort to gain an interview. Your suitability for the position will be initially assessed on the details provided in the application. Please include:-

- Cover Letter
- Resume including Qualifications and Experience
- Selection Criteria Responses

The applicant **must also address the Key Selection Criteria.**

Write your application so that the Selection Committee can fully appreciate your capabilities. This information should clearly demonstrate to the Selection Committee how you meet the Key Selection Criteria by drawing on your own experience.; The Selection Criteria response is to be a maximum of 3 pages.

Selection Criteria

SC1: Demonstrated applied knowledge and experience across all facets of ICT

SC2: Experience in Help Desk or problem solving within Information Technology

SC3: Understanding of the ICT needs of staff and students within a P – 12 educational environment

SC4: Demonstrated experience with establishing systems and processes that promote effective customer service

SC 5: Teamwork and relationships

- Demonstrated levels of flexibility, ability to work as part of a team, and professionalism to work within a learning community
- Demonstrated high level of communication and interpersonal skills

Applications should be marked Private and Confidential and mailed to:

The Principal
St John's Lutheran School
84 – 94 Ivy Street
KINGAROY Q 4610

or Email - kbye@sjls.qld.edu.au

Applications close on **Friday, 17th February, 2023.** Receipt of applications will be acknowledged after this date.

The Selection Process

The selection process will include consideration of the applications, shortlisting, interviews and reference checks.

Remuneration

- Salary and conditions are subject to the Queensland Lutheran Schools Single Enterprise Agreement 2020 (School Officer) and The National Employment Standards.(NES)
- Evidence of qualifications and of years of experience will determine the appropriate level of remuneration.
- Wages will be paid fortnightly, as per regular cycle.

Further Information

If you need more information or clarification of any part of these guidelines, please contact the school by phoning (07) 4162 3988 or email the Principal, Karyn Bjelke-Petersen kbye@sjls.qld.edu.au