



Wycliffe Christian School

133 Rickard Road Warrimoo NSW 2774

PO Box 78, Blaxland NSW 2774

ABN 36 001 227 854

 www.wycliffe.nsw.edu.au

 02 4753 6422

Position Vacant - I.T. Officer

Wycliffe is seeking to appoint the position of I.T. Officer, working in a growing and well-resourced I.T. department. The role of the I.T. Officer is to provide level 1 and 2 technical support to maintain day to day operation of I.T. systems & services. The I.T. officer will serve as the first point of contact for staff, students, and parents seeking technical support, and will report to the I.T. Manager and assist them in systems and network administration.

This is a permanent part-time role (0.8 FTE) with the possibility of increasing to permanent full time.

Essential Criteria

- Self-motivated with a strong customer service orientation and commitment to problem solving.
- Good technical problem solving skills.
- Able to intuitively learn new systems, software, and technological concepts.
- Excellent communication & empathy skills.

Desirable Criteria

- Specialist technical skills in an area of I.T. useful to the school - e.g programming, design, web development, security, Windows or Linux server management.
- Previous experience working in an educational environment.
- Previous experience with mobile device management software.
- Previous experience in Office 365 and/or G Suite management.

Applications should include

- A resume of qualifications and experience relevant to this position.
- A description of your relationship with the Lord Jesus Christ and what it means to live as a Christian.
- Working with Children Check details.
- The names and contact numbers of two (2) referees, one of whom should be the Minister or Leader of the Christian Church or community of which you are a part.

Applications or enquiries should be addressed to the I.T. Manager, Mr Rhys Andrews, and sent by email to ict@wycliffe.nsw.edu.au or posted to Wycliffe Christian School, P.O Box 78, Blaxland NSW 2774.

Applications close Friday 7th December, 2018.

Encouraging Learning founded on God's Word

Nurturing Faith Unwrapping Truth Encouraging Discernment Enabling Thoughtful Action