

## Computer Technician Duty Statement

<b>Responsible to:</b>	<b>Business Manager</b>
<b>Reports to:</b>	<b>ICT Manager</b>
<b>Works with:</b>	<b>ICT Manager, ICT Staff and College System Users</b>

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This is the role description for the Computer Technician reports to the ICT Manager and is responsible for the day-to-day matters and in the general prioritising of tasks relating to the College IT system.

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### FAITH COMMUNITY

- Accept the Catholic ethos and education philosophy of the school.
  - Be committed to regular and on-going professional learning.
  - Comply with the policies and directions contained in the Sacred Heart College Staff Handbook.
  - To observe the College's code of behaviour and to, at all times, be a positive role model to colleagues and students.
  - To be aware of, and to fully apply all College OH&S policies and procedures in the workplace on a daily basis.
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### VISION FOR THE WHOLE SCHOOL

- Comply with the policies and directions contained in the Sacred Heart College Handbook.
  - Observe the College's Code of Behaviour at all times in order to be a positive role model to colleagues and students.
  - Understand and comply with legislated Child Safety requirements.
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### PEOPLE AND RESOURCES

Duties and responsibilities of this role are as follows:

- Maintaining and repairing all computing systems throughout the College.
- Maintaining all computers and networks used in the administration of the College.
- Installations and maintenance of all hardware and software as required.
- Maintaining all documentation and licences associated with computer system software and hardware purchased by the College.
- Supporting email across the network.
- Maintaining systems to protect College computers from viruses and to make both hardware and software secure.
- Performing user administration such as adding and deleting users, changing access privileges, etc.
- Maintaining documentation on user and equipment profiles.
- Assisting staff to become familiar and comfortable with the computer systems and software.
- Assisting with the maintenance of the Internet and Intranet.

- Providing support in the use of the College's Learning Management System for staff.
  - Assisting students with difficulties in using school hardware or software.
  - Logging laptop and iPad service calls with external support providers.
  - Operating College IT Service Desks (Library Desk and Dwyer Digi Hub).
  - Providing AV support to students and staff as required.
  - Maintaining and managing College back-up schedules and tapes.
  - Any other appropriate duties as requested by the ICT Manager or the Director of Business.
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## **COMMUNITY**

### **Community Service**

- Any other reasonable request from the Principal, the ICT Manager or the College Business Manager.
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## **ADDITIONAL DUTIES**

- Be aware of and fully apply all the College Occupational Health & Safety Policies and Procedures in the workplace on a daily basis.