



**ALL SAINTS'
COLLEGE**



TECHNOLOGY AND AV ASSISTANT

Permanent, term-time position

About us

All Saints' College (ASC), one of Australia's leading independent, coeducational Anglican day-schools, is situated approximately 15 minutes south of the CBD on a beautifully landscaped 19 hectare property in Bull Creek. Surrounded by ovals, paths, lawns and gardens, the campus caters for approximately 1 350 students from Pre-Kindergarten through to Year 12. Facilities include a state of the art theatre, heated 25 metre indoor swimming pool on campus, a fully equipped gymnasium, rock climbing wall and an indoor sports centre. Our staff are welcome to use our facilities, enjoy the grounds or perhaps attend an evening show in our world-class theatre. In the mornings staff often drop by *Wanju*, our College café for a coffee and a chat with other members of our All Saints' community.

We understand that balancing work and family commitments can sometimes be challenging, and so we have implemented a number of strategies to support our staff as they manage their work / life balance. Staff with school-aged children are offered free before - and after-school care, and vacation care is provided during periods of school holidays, also free of charge, for the children of staff members who are required to work at these times. We also understand that members of our staff may need to attend to matters of a private nature, from time to time, so our 'Temporary Absence Policy' enables staff to be absent from the workplace for up to two hours (without any deductions from leave accruals) during the working day to attend to such matters. We offer a broad range of other benefits to attract and retain outstanding staff, including:

- Salary packaging
- Deferred salary scheme (work 4 years and take the 5th year as leave)
- Generous paid parental leave
- Generous long service leave entitlements
- Generous discount on school tuition fees
- Free onsite parking
- Discounted tickets for events held in the Centre for Performing Arts
- Discounted flu vaccinations
- An active Staff Association that provides regular social activities
- Notebook computers (and iPads, depending on your role) for relevant staff
- Access to high level professional development (PD), including attendance at interstate and international events
- Financial support to undertake academic studies

All our staff - teaching, administration and support staff - are committed to the welfare of our students, and to providing a warm, supportive, caring and challenging environment that encourages creative and critical thinking.

About you

An enthusiastic, dedicated and passionate AV / ICT assistant who enjoys assisting people to use technology to support the delivery of presentations and performances in our various venues is required to join a dynamic and skilled ICT team.

The role will also require the first level support for classroom presentation technology and teaching staff.

All staff have a notebook computer available to use for presentations in whichever venue they are allocated, and you will be responsible to assist them, when the need arises.

You will have a Certificate IV in Information Technology and/or AudioVisual Technology or equivalent. These qualifications coupled with your practical experience in a user support environment will provide you with the technical knowledge, methods, techniques and interpersonal skills to assist the broad range of College users and external visitors using our venues and the existing AV and ICT equipment and infrastructure.

As some presentations are conducted after normal business hours, there will be a requirement to be available during some late afternoons and evenings. In these cases, time in lieu will be afforded to compensate for this out of hours work.

Working as a team player with highly skilled group of technical IT professionals is essential.

This is a full time position that operates during school term time. There is no requirement for the successful candidate to work during the College holidays.

How to apply

Your application should consist of a one page covering letter, addressed to the Principal, explaining the attributes, skills and experience you would bring to the ICT Department, and why you wish to work at ASC. Please also attach a Curriculum Vitae containing your employment history, educational qualifications and the contact details of three professional referees.

For further information and a copy of the duty statement, please visit the All Saints' College website: <https://allsaints.wa.edu.au/employment/>

Applications are to be submitted via the SEEK website. Due to our recruitment processes we do not accept hard copy applications.

Should you have any queries, please do not hesitate to contact our Director of Personnel and Policy, Tony Bilson, on (08) 9313 9389.

Applications close at 1.00pm on Tuesday, 11 May 2021.