



**ALL SAINTS'  
COLLEGE**



## **DUTY STATEMENT TECHNOLOGY AND AV ASSISTANT**

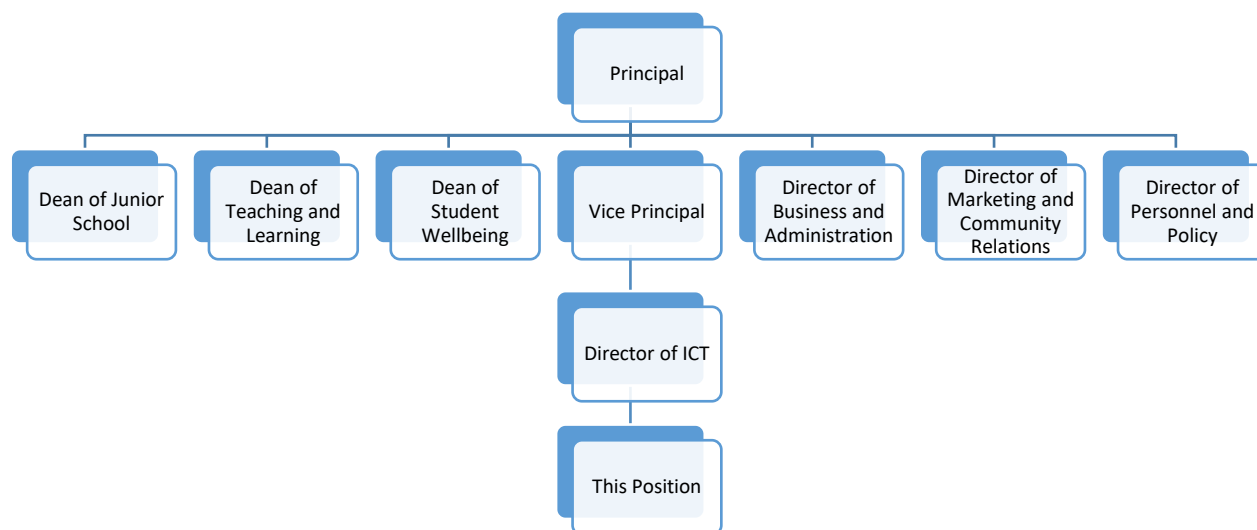
***All Saints' College prioritises the safety, welfare and wellbeing of children and young people, and expects all staff and volunteers to share this commitment.***

### **POSITION PURPOSE**

Reporting to and taking direction from the Director of ICT, the Technology and Audio Visual Assistant:

- Provide first level support for All Saints' College network users and College visitors in their use of Audio Visual equipment, systems and processes, in conjunction with ICT equipment and systems for events in selected venues on campus. These venues include, but are not limited to:
  - Chapel
  - Early Learning Centre Performance Space
  - Occupied Stairs in Building 8
  - Lower theatre in Junior School
  - Dance Studio
  - Indoor Sports Centre
  - Upper Theatre in Senior School
  - Boardroom
- Escalate issues beyond the scope of skills and knowledge of this position to the technical personnel, as required.
- Provide AV and ICT support for flexible learning and allied spaces such as classrooms or breakout areas being used for internal and external events
- Provide training for All Saints' College network users – staff and students – in the use of audio visual equipment, systems and processes.
- Provide support for users to facilitate online interviews and video conferencing.
- Create an audit and maintain an asset register of all AV equipment of the campus, where practical centralise all AV assets to the library (Nexus), catalogue and establish a maintenance schedule.
- Monitor industry trends and updates in audio visual technology to suggest and recommend new equipment for the College.

## ORGANISATION STRUCTURE



## KEY RESPONSIBILITIES

The Technology and Audio Visual Assistant will support the College's mission by undertaking the following duties which reflect the accountabilities and responsibilities that are integral to the successful performance of this position. Duties related to the position include, but are not limited to, the following:

- First line of AV / ICT support for all users of the AV and ICT infrastructure of the College.
- Draw on the skills and expertise, where appropriate, of the other technical staff in the College to provide excellent support to all users.
- Monitor and Audit AV equipment in selected venues in the College.
- Advise relevant staff on key changes in AV technology to better provision AV resources in the College.
- Provide Level One ICT support to all users as required.
- Update the College's Helpdesk ticketing system as required.

### 1. Staff Expectations

- (a) Serve as a good ambassador of the College. This includes conducting oneself in accordance with the professional standards of the College.
- (b) Ensure all students and parents are provided with a quality service in a timely, efficient and friendly manner.
- (c) Maintain professional confidentiality concerning information about staff and/or students.
- (d) Strive to implement productivity, quality and service improvements on a continual basis.
- (e) Remain abreast of current trends through participation in and contribution to professional development activities and relevant professional organisations.

- (f) Comply with Occupational Safety and Health requirements in the workplace.
- (g) Ensure that all documents are prepared and presented in a professional format in keeping with the College practice and that high standards of spelling, grammar and punctuation are maintained.
- (h) Operate as a 'team player' always and fully support the Principal, Leadership Team and activities of the College.
- (i) Where necessary operate flexible hours to offer 'out of hours' support. In this instance communicating these arrangements with your line manager.

## **2. Other Duties**

- (a) On occasions, you may be directed to undertake other duties as required.

*The College recognises that Duty Statements are dynamic documents.  
They are reviewed annually or as required.*

April 2021