



Print Support Officer

(PERMANENT, PART-TIME - 0.4 FTE Term-Time)

Ongoing, part-time role during school term time: 15 hours per week across two days during on-campus weeks.

Role Highlights

- Support teaching and learning through high-quality print and document services that help staff prepare classroom resources, assessments and College materials.
- Join a collaborative and customer-focused team within Information and Learning Technologies.
- Enjoy a varied role balancing administration, customer service, resource production and workflow coordination.

The Role

What would I want, what would I do, if this were my child?

At All Saints' College, all staff recognise that relationships are at the centre of all we do. Recognising the value of each individual, our approach is human-centred, and we seek to provide a personalised education for each young person. Our focus is on the holistic development of every student, recognising there are as many measures of success as there are students at our College.

We are seeking an organised and service-oriented Print Support Officer to oversee the day-to-day operation of the College print room. Working within the Information and Learning Technologies team, this role provides essential support to staff through the timely production of learning resources, assessments, publications and other College materials.

The successful applicant will deliver print requests efficiently and accurately while maintaining strong working relationships with staff across the College.

This term-time position offers approximately 13 weeks of non-working time each year, including 5 paid weeks, supporting a balanced and sustainable work-life rhythm. The role is 15 hours per week during on-campus weeks, with an annualised FTE of 0.3373. Some flexibility to work additional hours during peak periods, such as the lead-in to examination times, will be required.

Key Responsibilities:

- Coordinate and prioritise print, copying and scanning requests across the College.
- Produce educational resources, assessments, publications and event materials.
- Operate print and finishing equipment, including binding, laminating, collating and cutting.
- Maintain print room consumables and stock levels.
- Provide responsive and professional customer service to teaching and professional staff.
- Ensure print room operations are organised, safe and efficient.
- Contribute to continuous improvement of print services and workflows.

About You

You are a highly organised and detail-oriented professional who enjoys supporting others and delivering high-quality outcomes. You are able to balance competing priorities, communicate effectively and build positive relationships with a wide range of stakeholders.

Essential Criteria

- Demonstrated organisational and time-management skills.
- Strong customer service and interpersonal skills.
- High level of accuracy and attention to detail.
- Ability to manage multiple tasks and work to deadlines.
- Sound technology skills and confidence learning new systems.
- Ability to work independently and collaboratively within a team environment.
- Demonstrated commitment to confidentiality, professionalism and continuous improvement.

Previous experience in administration, print services, document production or a similar customer-focused support role will be highly regarded.

About All Saints'

All Saints' College is one of WA's leading coeducational independent schools, catering to students from Kindergarten to Year 12. With a focus on developing students as individuals to become confident global citizens, the College's innovative and future-focused approach to education allows students and staff to explore diverse pathways and opportunities.

Situated on Gabbiljee (Bull Creek), the College's vast and landscaped 19-hectare property features state-of-the-art facilities, integrated natural environments, contemporary learning spaces, and unique community spaces for connecting and sharing, including the College café, Wanju. ASC staff members form a core part of the diverse and welcoming College community, and, along with our students, parents and community members, contribute to that 'All Saints' feeling'—where diversity is celebrated, individuals bring their best selves, and learning through failing (or 'flearning') is encouraged.

The Benefits

We're committed to creating a workplace where talented people feel supported, valued, and inspired to thrive. That's why we offer a comprehensive suite of benefits designed to enhance your wellbeing, reward your contribution, and support your life both inside and outside of work. From financial advantages and generous leave entitlements to professional growth opportunities and a vibrant staff community, our benefits reflect our dedication to attracting and retaining exceptional staff.

- Convenient free onsite parking for all staff
- Restless Curiosity and Professional Development opportunities
- Access up to three days of personal leave for important personal matters
- Discretionary two-hour scheme to help manage essential appointments during the workday
- Engage in regular social and wellbeing activities and events
- Free wellbeing support with access to employee assistance program
- Staff savings with third parties such as Paywise, HBF, Westpac and Flight Centre

Our vision

Making a positive difference in our world.

Our mission

All Saints' College, in partnership with its families, community and the Anglican Church, empowers students to develop their potential, becoming confident, compassionate and committed to worthwhile service to the local and global communities.

Our values

Empathy:	seeking to understand the perspective and experience of others
Respect:	for self and others, for community and environment
Integrity:	acting with moral strength and grace, guided by humility and compassion
Courage:	to be our best selves

How to Apply

A one-page cover letter, addressed to the Director of ICT, and an up-to-date CV submitted via the Apply button.

Applications for this position will close no later than 1pm Wednesday 14 October, however, applications will be shortlisted as they are received, and the ad will be closed once a suitable applicant has been identified. Therefore, we encourage you to apply early.

Further Information

A copy of the Duty Statement can be accessed from the Employment page of the All Saints' College website: <https://allsaints.wa.edu.au/employment/>

For role-specific questions, please contact Christopher Babbage, Director of ICT, on (08)9313 9333 for a confidential discussion.