

# Expression of Interest

## Technology Support Officer

### Belmont High School

Expressions of interest are sought from suitable applicants for the role of Technology Support Officer Term 3 and Term 4, 2022, with the possibility of extension. The salary of this position is at the rate of a Parra-Professional, Technology Learning Facilitator (Specialist).

Belmont High School is a comprehensive, co-educational secondary school located in the eastern suburbs of Lake Macquarie. The school was established as the first high school outside of Newcastle in 1953 and draws its enrolments from the Belmont, Belmont North, Floraville and Jewells communities. Belmont High School is a proud member of the Belmont Learning Community and Minimbah AECG, working in partnership to improve student outcomes. In 2021, the school recorded 826 students, including 80 Aboriginal students and 5 Special Education classes. Belmont High School has a culture of success in sport and creative and performing arts with high expectations for student academic achievement. The school provides an enrichment stream in Years 7-10 and a Senior Learning Hub operates daily providing support for students in the completion of assessment tasks and study. Students also receive extensive support in accessing School-based Apprenticeships and Traineeships and transition to local-industry and tertiary study post-school pathways. The Positive Behaviour for Learning program focuses on developing the qualities of respect, responsibility and resilience in our students. The successful applicant will work collaboratively with both staff and students.

#### **Selection criteria**

Interested applicants should prepare a written statement of no more than 2 x A4 pages addressing the following criteria:

1. Assist with installations, testing and the upgrade of systems and software including LAN's in accordance with standards, policies and operating procedures
2. Provide support services on servers, e-mail, corporate systems, applications, hardware and software to ensure the availability of IT services to all stakeholders
3. Assist users and provide instruction to a diverse staff in the use of IT hardware and applications, including Canvas and Sentral, to improve staff productivity
4. Maintain effective technology support services for staff and students (including BYOD) in a busy school setting, utilising effective interpersonal and communication skills

#### **Applications**

Applicants are asked to include the name of two professional referees. One of these must be the applicant's current supervisor.

CLOSING DATE: No later than 3.00pm Monday 20th June 2022.

For further information contact Emily Clewett on Ph 4945 0600 or [emily.clewett2@det.nsw.edu.au](mailto:emily.clewett2@det.nsw.edu.au)