



# AV and IT Technician

## POSITION DESCRIPTION

<b>POSITION:</b>	<b>AV and IT Technician</b>
<b>AWARD / AGREEMENT:</b>	Girton Grammar School Bendigo Enterprise Agreement 2022 Educational Services (General Staff) Award 2020
<b>REPORTS TO:</b>	ICT Manager and AV Manager
<b>EMPLOYMENT TYPE:</b>	Full-time, Permanent
<b>SALARY:</b>	Grade 2.1

### PURPOSE OF POSITION

Girton Grammar School in Bendigo has an exciting opportunity for suitably qualified and experienced AV and IT Technician.

The successful candidate will work with the IT Manager and the AV Manager to support the AV and IT requirements of the school.

This role also has specific times to support the Junior School classroom teachers with their dedicated IT classes.

### ABOUT GIRTON GRAMMAR SCHOOL

Girton Grammar School in Bendigo is a leading independent school which provides an enriching and supportive educational environment for approximately 1,100 students from Prep to Year 12.

With a Junior School campus and separate Senior School campus located in the centre of town, this renowned School sits at the heart of the Bendigo community.

The school is proud of its culture and reputation of optimism and commitment to students and staff, translating to personal growth and academic achievement that ensures Girton Grammar School in a leading independent school in Regional Victoria.

Our rich history and steadfast values have, over time, built a school culture where we value equally, people, character, and learning. The behaviour and attitude of our students and staff contributes to a learning environment where every child is known, and their individuality is respected.

### KEY OUTCOMES

The successful candidate will be responsible for achieving the following outcomes:

AV Requirements (FTE .6 approximately)

1. Provide audio visual, lighting, video conference and IT equipment setup and operation as well as technical support for staff and students on a day to day basis.
2. Support the AV Manager in the management and operation of all lighting elements, vision, sound and live streaming elements for events, concerts, productions, School gatherings, including assemblies, parent events, speech nights.
3. Support the AV Manager to maintain and update AV equipment.



# AV and IT Technician

## POSITION DESCRIPTION

4. Support the AV Manager to ensure that Girton meets its OH&S requirements for AV equipment and setup, ensuring staff and students follow these requirements.
5. Support the use of AV in the classroom, specifically the Interactive boards in each classroom.
6. Other general AV duties as required.

IT Requirements (FTE .4 approximately)

1. Support Junior School staff with their IT class (DDT), including but not limited to equipment like drones, and 3D printers.
2. Provide entry-level ICT Support to Staff and Students on a day-to-day basis.
3. Providing technical support including help desk, software installation and upgrades, virus protection, printing systems & desktops\notebooks maintenance and repair.
4. Support and maintain the School network across all areas.
5. Supporting user needs in various applications including school administration, Microsoft and Adobe software suites and learning management systems.
6. Assisting in the maintenance of communications systems and equipment.
7. Assisting with other IT projects as required.

From time to time, the AV and IT Technician will be required to undertake other duties, as directed by the ICT Manager/ AV Manager or Principal.

### KEY SELECTION CRITERIA / ESSENTIAL QUALIFICATIONS/SKILLS

- Relevant qualification in AV and IT or equivalent relevant training/qualification, or the equivalent relevant experience in AV and IT.
- Capable of operating audio, video and lighting equipment, including but not limited to audio and lighting desks, professional video cameras, microphones, speakers, projectors and displays.
- Experience using Microsoft systems.
- General understanding of AV and IT infrastructure trends and technologies, including networks, databases and business applications.
- Relevant understanding of OH&S laws and their relationship to your role.
- Ability to work outside normal school hours to support and manage AV requirements as required for events.

### Desirable requirement for the role

- Experience working in a similar role in an educational or not for profit sector.
- Familiarity with technologies such as VMWare, vCenter, Windows Server (including Active Directory), PaperCut MF and familiarity with Window and OS operating systems.
- Test and Tag license.
- Familiar with 3D printing and other such technologies
- Riggers Ticket.

### PERSONAL CHARACTERISTICS

- Open-minded and collaborative,
- Ability to operate at high levels of confidentiality,
- Optimistic and enthusiastic,
- Personal integrity, honesty and fairness,
- Creative and organised,



# AV and IT Technician

## POSITION DESCRIPTION

- Builds relationships and develops trust with students, staff and families,
- Remains calm, focussed and maintains perspective when dealing with difficult situations.

### MISSION AND VALUES

All staff must have an understanding of and commitment to working within the School's stated values in striving towards achievement of our mission. Further information regarding expectations of staff can be found in the Mission and Values document on Girton Grammar School's website.

### CHILD SAFETY

Girton Grammar School is committed to promoting child safety, children's wellbeing and protecting children from abuse. Ministerial Order 1359 requires the School to implement child safety standards and to accommodate and take the needs of all children into account when creating a child safe environment. All staff must comply with the School's child safety policies and related policies and procedures, uphold the overarching principles and values set out, and take all reasonable steps to promote the safety of children. All employees at Girton Grammar School are required to:

- Have a current Working with Children's Check or VIT registration,
- Complete all mandatory reporting training and education about Child safety,
- Adhere to the Schools Child Protection Policies and Procedures,
- Report suspected cases of child abuse in accordance with school policies.

### OCCUPATIONAL HEALTH AND SAFETY (OHS)

Workplace health and safety is the responsibility of all staff. All staff are responsible and accountable for:

- Demonstrating a full awareness of work health and safety issues and School OHS instructions, policies and procedures including, but not limited to, any first aid or emergency procedures and ensuring compliance with these,
- Assuming allocated roles in the School's emergency response or occupational health and safety structures,
- Taking reasonable care of their own health and safety and the health and safety of others who may be affected by their acts or omissions,
- Promoting a safe work environment by raising OHS issues in a timely, constructive and solution orientated manner with a Manager or the OHS Committee,
- Immediately reporting any Notifiable Incident or any identified health and safety matter via the appropriate channels.

### COVID-19 SAFETY

Girton Grammar School is committed to the health and safety of its staff, students and broader school community, which includes preventing the spread of diseases such as COVID-19 on campus and amongst members of the school community. In accordance with our commitment to minimising the risk of COVID-19 transmission, all staff, as a condition of their employment, are required to be fully vaccinated against COVID-19.

### ADDITIONAL INFORMATION.

Appointment of successful applicants will be made subject to a satisfactory pre-employment checks.

A six-month probation employment period applies to all new staff members commencing employment at Girton Grammar School.



# AV and IT Technician

## POSITION DESCRIPTION

Employment conditions are in accordance with the Girton Grammar School Bendigo Enterprise Agreement, as varied from time to time.

Girton Grammar School reserves the right to modify position descriptions, as required. Where this is required, staff will be consulted.

### REFERENCE DOCUMENTS

[Strategic Plan 2023 - 2028](#)

[Mission and Values document](#)

[Child Safety Policy](#)

### APPROVAL

<b>Developed</b>	February 2023	<b>Next Review</b>	March 2025
------------------	---------------	--------------------	------------