TOWNSVILLE GRAMMAR SCHOOL

INFORMATION TECHNOLOGY OFFICER
CONTRACT POSITION UNTIL JANUARY 2025

Townsville Grammar School is one of the original Grammar Schools of Queensland. The Year 7-12 campus is located on the original site at North Ward. The School also operates two Junior School campuses, both offering Pre-Prep to Year 6, at Annandale and North Shore.

Townsville Grammar School is a co-educational, non-denominational School with a current enrolment of approximately 1250 students, including 125 boarders (7-12), of whom approximately 25 are international students.

As one of the eight original Grammar schools in Queensland, Townsville Grammar School was established in 1888 and has offered boarding since this time. The School has a long-standing reputation as the leading academic school in Northern Queensland, also offering the International Baccalaureate Diploma Programme for Years 11 and 12.

We are seeking a motivated and enthusiastic individual to join our IT team as an IT Officer at our North Ward campus. This is a full-time contract position (until January 2025) commencing as soon as possible.

Responsibilities include:

- Support the efficient operation of desktop and laptop hardware and other peripherals.
- Provide 'first-call' troubleshooting of user problems.
- Assist with the installation and support of workstation (Microsoft Windows) and laptop (Microsoft Windows) software.
- Provide comprehensive documentation of I.T. systems and any changes made to the system and procedures. Contribute to shared team documentation and processes.
- Development and installation of scripts and deployment packages through appropriate tools.

Our ideal candidate will have the following:

- Experience working in a process driven environment (exposure to ITIL or similar IT service management framework advantageous).
- Exceptional customer service skills.
- The ability to problem solve in real time (particularly in a classroom environment).
- The ability to collaborate with other team members and stakeholders across the School
- Working with Children blue card, or ability to obtain (this is a mandatory requirement).

A formal qualification in Information Technology (or demonstrated equivalent experience) is highly desirable.

NORTH WARD
45 Paxton Street, North Ward, QLD 4810 I 07 4722 4900

ANNANDALE
1 Brazier Drive, Annandale, QLD 4814 I 07 4412 4800

NORTH SHORE
North Shore Boulevard, Burdell, QLD 4818 I 07 4412 6600

TGS.QLD.EDU.AU / TGS@TGS.QLD.EDU.AU

This role requires occasional travel to other campuses, so a current valid driver's licence is mandatory.

A position description is available from the School's website.   Enquiries should be directed to the I.T. Service Manager, Mr Jason Curtis (jason.curtis@tgs.qld.edu.au).

What we offer:

- Competitive remuneration and up to 12.75% superannuation contributions.
- Access to free and confidential counselling via EAP for staff and family members.
- Access to EAP app offering wellbeing benefits such as webinars, health assessments and exclusive discounts from selected retailers and service providers.
- Convenient parking close to the School.
- Access to flu vaccines.

To apply, provide a cover letter, CV, and details of two current referees. Please outline in your cover letter how, in the context of the role's responsibilities, your skills, qualifications and experience enable you to meet the requirements of the role.

Applications will be considered upon submission to the Principal's office but should be received no later than 10 March 2024. The position may close earlier if a suitable candidate is found:

Mr Timothy Kelly
Principal - Townsville Grammar School
45 Paxton Street, North Ward Qld 4810
www.tgs.qld.edu.au
employment@tgs.qld.edu.au.

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