**ICT SERVICE DESK OFFICER  
IPSWICH GIRLS’ GRAMMAR SCHOOL**

Ipswich Girls’ Grammar School including Ipswich Junior Grammar School offers high quality, non-denominational education to students from Kindy to Year 12 (co-education from Kindy to Year 6, girls only Years 7-12). Established in 1892, the School is one of eight original Grammar Schools in Queensland. At Ipswich Girls’ & Junior Grammar School we aim to educate students to become confident, well-educated global citizens and we pride ourselves on providing a personalised, holistic education with a focus on academic excellence.

**THE OPPORTUNITY**

A short 30-minute drive from Brisbane, our vast, heritage-listed campus is conveniently located in the middle of Ipswich. We offer the opportunities of a large city, with the quiet feel of a smaller town.

The School is now seeking an innovative ICT Service Desk Officer to join our close-knit team where you will work as part of a professional ICT team which is committed to providing an excellent ICT services to the School community. In this role you will maintain the School’s Desktop and Portable Devices infrastructure to service the needs of the School’s ICT clients (i.e., students, staff, and stakeholders).

This is a full-time, permanent position which will ideally suit an individual with experience in a medium sized, networked, multi-vendor computing environment with familiarity with Windows portable device rollouts and the ability to work with Windows Active Directory, desktops and print services.

**WHAT YOU WILL BRING**

To be successful in this role, you will have competent desktop and network diagnostic skills, and the ability to demonstrate:

* expert knowledge of ICT hardware, software, and network support, including installation and configuration skills
* knowledge and understanding of current and emerging issues in ICT through ongoing learning of relevant new ideas, practices, and technologies
* Ability to embrace and apply existing and new ideas and/or technologies in the execution of the responsibilities of the ICT infrastructure team
* High level oral and written communication skills including the ability to communicate at all levels in both technical and non-technical terms
* High attention to detail, with the ability to work under minimal supervision and prioritise tasks.
* Demonstrated effective project management experience and skills
* Eligibility to work in Australia and be a holder of, or have the ability to obtain, a Working with Children Suitability Card (Blue Card).

Culture fit and attitude are also highly important to us, so a passion for the work you do and the ability to understand and work within our vision, mission and values is paramount to your success in this role.

**APPLY NOW**

If this sounds like you and you are interested in joining a highly respected industry leader, click the APPLY NOW button and provide a copy of your CV, three referees, and a cover letter addressed to the Director of Technology outlining your experience as it relates to this role. Please address the selection criteria (over no more than two pages), contained within the position description, which can be found on the School’s website [girlsgrammar.com.au/employment](http://www.girlsgrammar.com.au/employment).

We thank you for taking the time to send us your application for this role. We assess every application and will contact you directly if you are successful in moving to the next stage. Please note that applications should be sent to us by close of business (5.00pm) **Thursday 7 October 2021**.