



Service Desk Technician

Applications for this position close: 9.00am, Friday 24 June 2022

- Full-time, permanent position
- Provide Level 1 support to students and staff in the Junior School
- Entry Level opportunity
- Great learning and development opportunity

Who we are

Canberra Girls Grammar School (CGGS) is an independent non-selective Anglican school with an enrolment of approximately 1,300 students. The School has a strong reputation as a leader in the education of girls.

CGGS is an International Baccalaureate (IB) World School and the only continuum school in the ACT authorised to offer the Primary Years Programme (PYP), the Middle Years Programme (MYP) and the Diploma Programme (DP).

Our intent is to develop children and young women that are well educated and who insist on living ethically and purposely. This is an opportunity to join a dedicated, supportive and innovative team in a school committed to excellence.

The Role

The Service Desk Technician will have the experience and knowledge to support our students and staff with their day to day technical needs and requests. With a high focus on customer service, this role will include the provision of IT accounts, preparation of computing hardware for staff, basic networking, software and audio visual support. The role will also be required to assist with classroom technology issues.

We are seeking applications for this full-time, ongoing position to commence as soon as possible. The working hours are 8.00am to 4.00pm, Monday to Friday. Due to the nature of the role, some out-of-hours work will be required.

Previous experience working in a help desk role would be highly regarded but is not essential. Attention to detail and problem solving skills are crucial for success in this role.

The Benefits of Working at CGGS

- Remuneration and terms and conditions that compare favourably with those in other school sectors in the ACT
- Above minimum rate options for superannuation for permanent staff
- The provision of an Employee Assistance Program
- Free influenza injections
- Free onsite parking
- Fee concessions for members of staff with children at our school
- A generous professional learning budget

Applicants will be required to provide a current Working With Vulnerable People check prior to commencing employment.



CANBERRA
GIRLS
GRAMMAR
SCHOOL

Applications

Further information, including the duty statement for the position can be found on the School's website www.cggs.act.edu.au

Applications can be made via the online application form on the Employment page of our website <https://employment.cggs.act.edu.au/>.

Applications should include a current resume and short cover letter. Queries regarding this position should be directed via email to employment@cggs.act.edu.au. Please note that applications cannot be accepted via the employment email address.