

## Expression of Interest

### Computer Assistant (OO3)

36.25 hours p/w + ADO Monday to Friday

Duration: Immediate start – 3 October 2025

Salary Range: \$2513.20 – \$2669.20 per fortnight

Springfield Central State High School is seeking a motivated and enthusiastic individual to join our team. The ideal candidate will possess strong knowledge in the implementation, maintenance, and support of computer hardware and software, along with a keen eye for detail, effective problem-solving abilities, and excellent communication skills.

As part of the school's support staff, this role contributes to delivering high-quality services to students, parents, and internal stakeholders.

As a Computer Assistant, you will provide relevant and timely support to the IT Manager and Business Manager.

### Major Accountabilities

As the Computer Assistant you may have responsibility for the following:

- Installation, operation, and maintenance of computer systems and other technologies
- Demonstrate strong organisational and time management skills
- Diagnosing and solving hardware or software faults
- Provide daily support to Teachers and Students
- Assist in projects that renew information technology systems and procedures
- Assist in the preparation, distribution school devices
- Autonomy to perform a variety of day-to-day IT support services that are routine in nature as directed by the IT Manager
- Undertake routine activities including telephone and counter enquiries, arranging appointments, correspondence and general administration
- Communicate with internal and external stakeholders (e.g., school and departmental staff, parents, students, and community members)
- Provide information and advice in line with school policies and/or Principal directives

### How you will be assessed:

Your one-page application must outline your relevant skills and abilities to support the position as well as a current Resume with 2 Referees, 1 being your current Supervisor.

Applications should be emailed to [vacancies@springfieldcentralshs.eq.edu.au](mailto:vacancies@springfieldcentralshs.eq.edu.au).

**CLOSING DATE FOR APPLICATIONS:** 4pm Friday 16 May 2025