

Operations Officer 003



Up to 5 days per week

**Must be willing to work 7.36 hours (plus ADO)
between 7am and 5pm with start date ASAP.**

**Looking for a self-motivated all-rounder to
perform duties which could include:**

- Routine computer and iPad repairs and associated networking equipment
- Assist with the installation of new equipment and software
- Apple iPad and Apple computer experience desirable
- Moving furniture, computer labs and associated equipment
 - An ability to be physically capable to perform these tasks on a regular basis is required.
- Must be willing and able to work at heights
- Miscellaneous Administrative work and possibly some maintenance work
- Travelling to partner Granite Belt cluster schools in order to perform similar tasks performed at base school (Stanthorpe SHS).
- Other suitable duties as directed by the supervisor or nominated delegate.

The duration of this position will be dependent on work demands and the availability of ongoing funding and model allocated resources.

The successful application is required to attain a Blue Card and be willing to work towards getting a DoE Orange Card School Administrator certification.

Please email your application and resume asap to the

Business Manager
BSM@stanthorpeshs.eq.edu.au

Round 1 applications close Friday, March 8, 2024