



THE GAP STATE HIGH SCHOOL
EXPRESSION OF INTEREST
Temporary Full Time – Computer Assistant
38 hours per week – Monday to Friday

Applications are invited for the position of a Temporary Computer Assistant (003), available from 19 January 2026 to 12 July 2026, with the possibility of extension. The successful applicant will be responsible for maintaining and repairing school computer equipment, assisting with software and hardware installations, and providing technical support to ensure the smooth operation of ICT systems across the school.

Your Role:

The duties of a Computer Assistant may include a mix of the activities listed below. This list is not exhaustive and you may be required to undertake other activities relevant to the nature and classification level of the role.

- Undertake regular maintenance and routine repairs of computers and associated equipment throughout the school.
- Assist with the installation of new hardware, software, and peripheral devices.
- Provide technical support and troubleshooting to minimise system downtime.
- Assist with networking computers and associated equipment to ensure secure and efficient access.
- Develop and implement procedures and guidelines for the correct and safe operation of computing equipment.
- Monitor the safety of the working environment and implement measures to ensure correct equipment operation.
- Order parts and maintain computer-related stock and equipment records.
- Maintain tools and equipment used for repair and servicing.
- Support staff in the use of ICT systems and applications.
- Assist with audio-visual setups for school events.
- Perform other suitable duties consistent with the responsibilities of the position as directed by the Business Manager or IT Manager.

Mandatory Requirements:

- The successful applicant will be required to attain the Department of Education Orange Card School Administrator (OC SA) certification to access the school network and perform high-level support tasks.
- In accordance with the Working with Children (Risk Management and Screening) Act 2000, the successful applicant must hold a current Working with Children Check (Blue Card) issued by Blue Card Services.



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Learners who flourish





How You Will Be Assessed:

Within the context of the role described above, the ideal applicant will possess the following key capabilities:

- **Leads Strategically:** Demonstrates the ability to think ahead and make practical decisions that support the school's ICT operations and learning environment.
- **Stimulates Ideas and Innovation:** Embraces new technologies and identifies opportunities to improve ICT systems and processes.
- **Builds Enduring Relationships:** Works collaboratively with staff and external providers to deliver responsive and effective ICT support.
- **Drives Accountability and Outcomes:** Takes ownership of tasks, prioritises effectively, and ensures the timely and high-quality delivery of ICT services.
- **Pursues Continuous Growth:** Seeks opportunities to enhance technical knowledge and apply safe, efficient, and compliant work practices.

How to Apply:

Interested applicants are required to submit a brief resume and a maximum 2-page written response addressing your suitability to the position.

If you require any further information, please do not hesitate to contact me.

Applications close: Tuesday, 18 November 2025

Please submit applications to:

Brodee Scorer

Business Manager

Bscor0@eq.edu.au

