

## EXPRESSION OF INTEREST - School Technical Officer

TO2 (Progressional) Qld Public Service Officers and Other Employees Award - State

<b>SCHOOL</b>	Cooktown P-12 State School and the Southern Cape Cluster Schools
<b>CONTACT</b>	Jacinta McCosh, Business Manager E. bsm@cooktownss.eq.edu.au P. 40820222 or call into reception
<b>FTE/HOURS REQUIRED</b>	Casual hours as needed 5 days a week. Remote and on site support as required.
<b>CLOSING DATE</b>	<b>3pm, 05 October, 2025</b>
<b>VACANCY STATUS</b>	Casual and on call phone support
<b>VACANCY COMMENCEMENT</b>	20 October 2025 (training) - start 20 January 2026 to 12 December, 2026

Cooktown is located in Far North Queensland, the gateway to Cape York, approximately 326 kilometres north of Cairns. Cooktown P-12 SS is part of a cluster of schools including Bloomfield River, Rossville, Lakeland and Laura State Schools that this role will be supporting. Cooktown P-12 State School was opened in 1875, with dedication to providing quality education in a remote location, a strong connection to culture, the environment and our history both past and present.

### Your role

As the School Technical Officer, you will:

- Provide advice and assistance on maximising the potential of ICT operations within the school/college, including acquisition, installation, operation, maintenance, repair and replacement.
- Support the school community with technical advice, instruction and assistance with electronic equipment, in accordance with departmental, school and manufacturer's policy, guidelines and network standards.
- Provide effective and efficient support to staff and students to resolve problems associated with school computing facilities, whilst ensuring high end customer focus and communication.
- Hold a current DoE Orange Card School Administrator (OC SA) certification qualification or the ability to attain certification to access the school network, enabling the role to perform high level support tasks including server technologies. The course contains aspects of supporting the DoE Managed Operating system and only available within the DoE network.

***Please ensure that you read the generic Role Description to see full duties of the role.***

[School Technical Officer - 17/326889](#)

Be mindful this is not a full time role, but has a requirement for on call phone support during school hours with regular planned on site visits as required to support the cluster schools IT needs.

### Instructions for applicants:-

*(Note: this role would compliment as a second job)*

Attach a brief resume including contact details for 2 referees (They need to have an understanding of your relevant work history). Resume to focus on experience with delivering both phone and on site IT Tech support.

Attach a **maximum 2-page** response outlining your skills and abilities. Tell us why you are interested in this role and how you could support the cluster. This should not be re-statement of your resume; tell us about yourself, highlighting your transferable skills and experience, including what you'll bring to the role and why you would like to work in this unique remote role.

### APPLICATIONS SHOULD BE SUBMITTED TO THE CONTACT LIST ABOVE BY 05/10/2025

Applicants must hold a current Working with Children Check clearance (blue card) issued by Blue Card Services (Qld), and complete a Criminal History Check prior to commencing the role. Information can be obtained from the school reception.