

## **Application Package for**

# **Part Time IT Technical Support**





**Nurturing Our Future - Growing Together**  
*Kia atawhai aa mua - Kia tipu ngatahi*

School Description	1
Community Goals	2
Personal Specifications	3 - 4
Position Description	5 - 6
Beliefs and Values	7
School Vision	8 - 9
Proposed Timeline	10



Nurturing Our Future - Growing Together  
*Kia atawhai aa mua - Kia tipu ngatahi*

## School Description

Tamahere Model Country School is situated almost equal distance between Hamilton and Cambridge in a semi rural environment, close to State Highway 1 and Hamilton International Airport.

Established in 1884 our school exists within mature grounds and enjoys spacious playing fields.

We are a Decile 10 school with supportive community, and parents who have high expectations for their children's education.

An enrolment scheme has operated since 2005 and, with this, our roll is increasing and this year our peak will be around 460. We cater for Year 0 – 6.

The children are encouraged to achieve high academic standards with Numeracy and Literacy being a daily focus. A wide variety of opportunities are offered across all curriculum areas from the Arts, with choir and productions through to Physical Education and Sports, including Outdoor Education and Weekend Sporting teams.

School and community events are valued for their contribution to our children's development. Agricultural Day and Pumpkin Night help maintain our rural atmosphere and community spirit.

As a Model Country School, School of Education students are a regular and positive feature of our school environment.

We strive for all of our students to reach their potential.

## Community Goals

At Tamahere Model Country School we value our **Children**.

We strive for:

- Children who are enthusiastic learners, academically challenged and physically fit.
- Children who are able to communicate effectively and are equipped with the skills and values necessary to succeed now and in the future.
- Children who show respect for themselves and others.

At Tamahere Model Country School we value our **Environment**.

We strive for:

- An emotionally and physically safe, open and inclusive environment which values diversity and challenges our children.
- Strong community and whanau links preserving our rural identity.
- As an Enviro School we strive for children who respect, protect, appreciate and enhance our local and global environment.

At Tamahere Model Country School we value our **Parents/Caregivers/Whanau**.

We strive for a:

- United approach to learning, with strong home and school links, together fostering a love for learning.

At Tamahere Model Country School we value our **Staff**.

We strive for:

- A skilled teaching staff dedicated to innovative, dynamic and forward thinking.
- Who are focused on creating opportunities for every child to succeed.



## Person Specification

### **Part Time IT Technical Support**

Tamahere Model Country School is seeking an e-Learning / IT Coordinator with the following skills, qualities and experience:

- is honest, trustworthy, enthusiastic and vibrant.
- exhibits a personality that demonstrates interpersonal skills to relate well with students, staff, administration, parents and the community.
- knowledge of Windows, Google, Apple and other operating systems used within the school.
- knowledge of computer hardware, CCTV, Audio Visual and peripherals.
- knowledge of common internet browsers, office software & other relevant software/tools.
- some knowledge of networking concepts, devices and security.
- be active and have ability to cover a complex and large site.
- ability to communicate well verbally and electronically.
- ability to work within a team.
- be quick to respond and see tasks through to completion.
- is a collegial member who is willing to become actively involved in the corporate life of the school.
- will uphold and support our school directions and values.
- able to work flexibility and supportively.

- Has a rapport with students.
- acknowledge and celebrate cultural differences.
- has a number of skills that will benefit our school.
- will fit comfortably within the culture of the Enviro School ethos.
- show commitment to ongoing personal and professional development.
- shows patience and perseverance when assisting others.



## **Tamahaere Model Country School**

### **Position Description for Part Time IT Technical Support**

*To support staff with varying degrees of expertise in computers*

#### **1. Purchase, set-up and manage devices and other technologies:**

- a) Maintain teacher laptop leases through TELA, ensuring all teachers have access to a fit-for-purpose laptop. Liaise with TELA around any hardware issues.
- b) Acquire multiple quotes, barter and purchase devices and other technologies, as and when needed.
- c) Set-up new devices using Microsoft 365 Admin centre (Chromebooks), Jamf (iPad's).
- d) Continue to manage devices, ensuring they are fit-for-purpose.
- e) Manage email groups through Google Admin console.
- f) Set up Seesaw at the beginning of each year and manage new students throughout.
- g) Monitor and manage other ICT equipment for classroom, administrative and individual use.

#### **2. Solve technical issues**

- a) Be the first point of call for any technical issues across the school, including repairs, troubleshooting, installation and support.
- b) Solve all issues, independently or through outsourcing to TTS, N4L, Ministry of Education, Google Admin Help or other networks and relationships.
- c) Where possible, solve issues without involving paid-for third parties, such as TTS.
- d) Upskill others to solve the same issues 'next-time' (where appropriate).
- e) Assist in maintaining up to date inventory of hardware and software utilised by the school.

### **3. Maintain BYOD programme**

- a) Support any technical problems students have with their own devices.

### **4. Administration**

- a) Create new Domain accounts and Google accounts for staff.
- b) Create new Google and SeeSaw accounts for students.
- c) Manage all Google and SeeSaw accounts, including creating new classrooms at the beginning of each year.
- d) Create and send home supporting documentation for new students around Google and SeeSaw accounts and Digital Citizenship and BYOD (where applicable).
- e) Support teachers, leadership team, office staff and librarian to complete administration tasks effectively.



## Beliefs & Values

Tamahere Model Country School aims to foster learning and achievement in a safe and supported learning community.

To achieve this we believe in the importance of:

- ◆ Having high expectations of children and their achievements.
- ◆ Developing life long learners.
- ◆ Focusing on the needs of individual children and their learning requirements, whilst implementing the New Zealand Curriculum.
- ◆ Literacy & Numeracy are essential skills to develop to achieve success.
- ◆ Encouraging the growth of self-confidence and self worth.
- ◆ Children, staff, and parents respecting and valuing each other.
- ◆ Valuing and respecting diversity.
- ◆ Showing that learning can be fun and children can achieve their dreams.
- ◆ Providing outside experiences to enhance and reinforce classroom learning.
- ◆ Quality teaching and learning environments.
- ◆ A strong partnership between teachers / students / and families.
- ◆ We aim for all our students to reach their potential by providing a physically safe and nurturing environment.
- ◆ A learning environment that recognizes effort, enthusiasm, commitment and achievement of goals.
- ◆ Caring and respecting our environment. To cherish our Enviro-School status. To work towards sustainability as a way of being and acting that nurtures people and nature, now and in the future.
- ◆ We will provide a wide range of learning experiences based on the seven essential learning areas and developing the essential learning skills.
- ◆ We recognize that our children will grow up in a vastly different world and we aim to develop the skills of resilience and adaptability.
- ◆ Dedicated and enthusiastic team of professionals, who work to bring out the best in our children.
- ◆ An open door policy and encouraging community involvement.

# NURTURING OUR FUTURE | GROWING TOGETHER

Kia atawhai aa mua - kia tipu ngatahi

## Confident Can Do Kids!

*We strive to do our best with a positive 'can do' attitude*

## Honour Be Your Guide

*We have respect for ourselves, others, property and the environment*

## Together As One!

*We learn and work together, supporting and caring for each other*

**Kia maia**

**Kia manaaki**

**Kia kotahi**





**Nurturing Our Future - Growing Together**  
*Kia atawhai aa mua - Kia tipu ngatahi*

## Proposed Timeline

### Part Time IT Technical Support Position

<b>Date</b>	<b>Process</b>
Wednesday 5th May 2021	Advertising: Trade Me SJS Seek
3.00pm Monday 17th May 2021	Closing date for applicants
Between 18th – 25th May 2021	Referee Checks and Short Listing
	Interviews
Before 26th May 2021	Offer made to successful applicant.  Appointment subject to independent police check and validity of information provided.  If successful applicant declines, the next successful applicant will be offered the position.

**Thank you for your interest in our position.**

**We look forward to receiving your application.**