

ICT Support Officer
Ongoing, Full-time 1.0FTE
Commencing Term 3 2026**About Us**

Newman College is a Catholic PK–12 school educating in the Marist tradition, with an enrolment of approximately 1850 students. We are committed to fostering a vibrant, supportive, and future-focused learning environment. Our operations—spanning learning, wellbeing, and community engagement—are underpinned by professionalism, innovation, and contemporary practice.

At Newman College, you'll join a supportive, forward-thinking community grounded in the Marist tradition. We foster collaboration, professional growth, and a strong sense of community. Staff also enjoy an active social culture and access to onsite facilities, including the pool and weights room, to support wellbeing.

About the Role

The ICT Support Officer is a hands-on technical support role responsible for providing day-to-day ICT assistance to staff and students across the College. As the first point of contact for ICT support, the role delivers troubleshooting, device management, user support, and administration of key systems including Microsoft 365, Teams, Active Directory, mobile device management platforms, and audio-visual technologies. The position plays an important role in ensuring reliable, secure and effective technology services that support learning and operational outcomes across the College.

About You

We are seeking a customer-focused and proactive ICT professional with relevant IT qualifications or equivalent industry experience. You will have strong troubleshooting skills across Windows, macOS and iOS environments, experience supporting end users, and the ability to communicate technical information in a clear and practical way. The successful candidate will demonstrate excellent organisational and problem-solving skills, the ability to manage competing priorities, work both independently and collaboratively, maintain confidentiality, and build positive relationships with a diverse range of stakeholders. A current Working with Children Check and National Police Clearance are essential.

To Apply

Your application must include:

- **Cover Letter:** Maximum of two (2) pages outlining your suitability for the role.
- **Curriculum Vitae:** Relevant work history should outline duties and responsibilities, FTE (average) and dates/periods of each position. **CV must include three (3) referees, one of which is your current line manager.**
- **Pre-Screening Documents:** Provide copies of your current WWC, Nationally Coordinated Criminal History Check (Education Department) and evidence of working rights in Australia (Visa/Citizenship) where applicable.
- **Incomplete applications will not be considered**

Applications close 7 September 2026 at 5:00 p.m.

We encourage you to apply as soon as possible as we reserve right to close this vacancy early. Please direct any enquires to employment@newman.wa.edu.au

Challenge — Collaborate — Create — Celebrate