



IT Officer

Full Time 1.0 or Part Time (0.4 - 0.8)

Reports to: IT Manager

EBA/Award: Dale Christian College Employment Agreement

Employment Type: Permanent

Be part of a technological uptake in pedagogy:

Dale Christian College is seeking a committed, passionate and capable IT Officer to join our K-12 College. This is an excellent opportunity to be part of a team that is committed to driving the use of technology in a pedagogical environment to best enable our staff, students, and families.

About Dale Christian College:

Dale Christian College is a K-12 College located in Armadale, Western Australia. As a ministry of the Armadale Congregational Church, the College is committed to providing affordable, quality Christian education within a caring and purposeful learning environment. At Dale, we seek to support every student to grow academically, spiritually, socially and emotionally, while clearly hearing the claims of Christ on their life through the teaching, care and witness of our staff and College community.

About This Role:

IT Officer | Permanent | Commencing Semester 2, 2026

Dale Christian College is seeking a capable and committed IT officer to join our College in 2026. This position would suit an IT professional with years of industry experience, or a recent graduate with a certificate/degree in a relevant IT field looking to upskill in the industry.

The successful applicant will be organised, professional, possessing good critical thinking skills, familiar with the ability to troubleshoot, diagnose and remediate common IT-related problems, as well as document and communicate to a professional standard.

As an IT officer you will work closely with staff and students to deliver technological solutions that positively impact the day-to-day teaching and learning within the classroom. You will also work collaboratively with staff and contribute positively to the life and culture of the College.

Key Responsibilities

- Commonly troubleshoot and remediate level 1 & 2 helpdesk issues or scenarios.
- Assist with the onboarding and offboarding IT processes of both staff and students.
- Provide support for staff and students regarding the College's SIS (TASS).
- Assist in the upkeep, maintenance and performance of the College's IT infrastructure, systems and applications.
- Administer core IT platforms used by the college, including Microsoft 365, Active Directory, and Google Workspace.
- Apply daily/weekly system updates, patches, upgrades, and any other maintenance to end user devices, servers, or other IT infrastructure & equipment.
- Be a first point of contact for staff and students to raise concerns or issues and provide technical assistance as required.
- Assist in the administration of Windows server environments and networking infrastructure with areas such as access points and switch configurations/provisioning, firewall access and content policies, and other IoT networked devices.
- Assist with cybersecurity incidents, where outlined in the operating manuals and Standard Operating Procedures.
- Monitoring the health of IT systems across the College, ensuring endpoint compliance, and monitoring security alerts.
- Work closely with the IT Manager to resolve more complex technical issues, plan for future IT related projects, or escalate any necessary critical tasks.
- Participate fully in staff meetings, professional learning, College events, duties and other responsibilities associated with the role.

Other Responsibilities (Including but not limited to)

- Provide IT and AV support for College events (such as assemblies, all staff meetings, end of year ceremonies).
- Assist with periodic backup testing and reconfigurations.
- Maintain an accurate asset register of College IT equipment.
- Support the IT Manager in meeting College operational requirements.
- Other IT operational duties.

☎ (08) 9497 1444
📍 150 Forrest Road, Armadale WA 6112
✉ PO Box 273, Armadale WA 6992
@ dale@dalecc.wa.edu.au
🌐 www.dalecc.wa.edu.au
ABN: 60 654 705 610

Selection Criteria

Applicants must possess:

- A Certificate IV or higher in a relevant Information Technology qualification.
OR
- Two or more years working in a relevant Information Technology field.
- A personal commitment to Christian education and a willingness to support the values, ethos and mission of Dale Christian College.

Essential criteria

Applicants must demonstrate:

- A personal faith and commitment to the Lord Jesus Christ.
- Active involvement in a Christian church or faith community.
- Acceptance of the College's Statement of Faith.
- The ability to build positive and supportive relationships with students, staff and families.
- A commitment to professional integrity, sound judgment and personal best practice.
- A willingness to follow College policies, procedures and professional expectations.
- A commitment to maintaining a child-safe environment and supporting the wellbeing of students.

Applicants must hold, or be willing to obtain:

- Working with Children Check
- National Police Clearance
- Valid Australian work rights

Why join Dale Christian College?

- Opportunity to assist in bringing technology to a higher standard across a K–12 College setting in a private College.
- Supportive and faith-centred school community.
- A meaningful opportunity to serve in Christian education.
- A professional environment that values relationships, care, growth and excellence.
- Opportunity to support students in developing curiosity, creativity, problem-solving and digital capability.

Applications

Applications should be submitted to: employment@dalecc.wa.edu.au, referencing the position title, and include the following:

- a covering letter
- a curriculum vitae / resume
- Completed Application for Employment Form (please copy and paste link) <https://dalecc.wa.edu.au/wp-content/uploads/2025/05/Application-for-Employment-2025.pdf>
- relevant qualifications and registrations
- details of professional referees, including pastoral/Christian referee information as required
- Evidence of current *WWCC, National Police Clearance, TRBWA Registration (If applicable)*

Dale Christian College is committed to providing a child-safe environment where the safety, wellbeing and best interests of students are a priority. Applicants' identity, qualifications, experience and references will be verified as part of the recruitment process.



Please note:

Dale Christian College reserves the right to assess applications on an ongoing basis and to contact and appoint suitable candidates as required.

All applications and enquiries should be addressed to:

The Principal
Dale Christian
College W.A.
PO Box 273
ARMADALE WA 6992

All candidates are subject to screening and assessment against child safety standards as part of the recruitment process at Dale Christian College WA.



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