



Applications and Technology Officer

The Knox School is an independent, co-educational, and non-denominational community from ELC to Year 12, where every student is known, valued, and supported to grow. Achievement, Care, Empathy, Resilience, Responsibility and Respect are equally valued here, because education is not just about what students learn, but about creating individuals who are adaptable, thoughtful, and ready to write their own stories.

Our teachers know their students deeply, creating personalised learning experiences that build confidence, spark curiosity, and inspire a lifelong love of learning. We celebrate individuality, courage, and connection, preparing young people to contribute thoughtfully and confidently to the world around them.

We have again been recognised as an Employer of Choice and one of the 5-Star Best Schools 2025 by The Educator, a testament to our commitment to creating an environment where both students and staff feel valued, inspired, and supported to thrive.

About the position:

We're seeking a dedicated **Applications & Technology Officer** to join our Technology Services team and support our school's digital infrastructure. Reporting to the ICT Manager, you'll be the go-to person for managing our key school applications, systems, and software; from day-to-day troubleshooting to strategic system improvements.

This is a full-time position that offers variety and genuine impact. You'll work across the entire school community, training staff and providing responsive technical support while collaborating with our Technology Services team and external consultants.

Key responsibilities:

- Administer and maintain core school applications including student information systems, learning management systems and Semester reporting
- Together with the Technology Services Team, manage the day-to-day Help Desk function of the School, working with the team to ensure excellent customer service
- Assist with the design, implementation, management, maintenance and performance of the IT systems, software, hardware, subscriptions, storage & backups, business applications and security.
- Deliver user training materials and conduct training sessions for staff and designated users.
- Develop, run and maintain reports, queries and mailing lists; produce ad-hoc and scheduled management and compliance reports from school data and working with stakeholders.
- Assist with identifying, mitigating and managing Risks relating to the ICT infrastructure, ensuring compliance with internal policies, statutory and other related educational requirements.
- Support the delivery of new projects and initiatives as part of the ICT Strategy.

About you:

You will be passionate about contributing to our educational community and enjoy working collaboratively as part of our dedicated team. You will have a strong understanding of the school environment and the importance of creating a positive, supportive atmosphere for all students, staff, and families. You must support the School's vision and ethos and demonstrate our School Values of Achievement, Responsibility, Respect, Resilience, Care and Empathy in all interactions. You will always be an excellent professional role model for our students, delivering exceptional service and contributing to the overall success of our school community.

Working at The Knox School offers:

- A supportive and stimulating work and learning environment set amongst beautiful grounds. We've again been awarded as a 5-Star Employer of Choice.
- Additional paid time off over the Christmas/New Year break (approximately 10 days).
- Employee Assistance Program.
- Excellent resources.
- Onsite car parking.
- Salary Packaging.

The ideal candidate will have:

- Tertiary qualification in Information Technology or equivalent demonstrated experience
- Experience with Synergetic and Schoolbox, or similar education information systems (highly desirable)
- Minimum 3 years administering business or education applications in a similar environment
- Experience creating reports and queries using tools such as Crystal Reports, Microsoft Query, or Excel
- Strong knowledge of relational databases and SQL for report development and data validation
- Excellent stakeholder engagement, training, and documentation skills
- Current Working with Children Check and Police Check
- Satisfactorily complete a values-based interview which will assess suitability to work with children and young people, and ensure that children and young people's rights are respected.
- Knowledge and understanding of the School's obligations in respect of Ministerial Order No. 1359, the Reportable Conduct Scheme, mandatory reporting, record keeping in relation to student safety and wellbeing, the failure to disclose and failure to protect offences (and any other information sharing and reporting obligations that may arise). Training will be provided.
- Knowledge of and commitment to adhering to the School's policies and student safety practices, including those detailed in the Student Safety at The Knox School Handbook.
- A supportive and respectful attitude to children and their families and build positive connections with all members of the school community.
- Hold, or be prepared to obtain a current Level 2 First Aid Qualification, including CPR, Anaphylaxis and Asthma Training. Training is provided by the school annually.
- Valid Australian work rights or appropriate visa status to work in Australia.

Commitment to Student Safety:

The Knox School is committed to providing a student safe and friendly environment, where children and young people are safe, feel safe and are able to actively participate in decisions that affect their lives.

We have a zero tolerance for child abuse or reportable conduct and are committed to acting in our student's best interests and keeping them safe from harm.

The School regards its student protection responsibilities with the utmost importance and as such, is committed to providing the necessary resources to ensure compliance with all relevant child protection laws and regulations and maintain a student safe culture.

To apply:

Applicants are invited to submit their resume along with a cover letter addressed to **Fiona Kapkidis, HR Business Partner** via www.seek.com.au. **Written applications close Friday 14 November 2025** and may be reviewed on receipt.