



EXPRESSION OF INTEREST

Computer Assistant (003)

Temporary Full time

38 hours per week – Monday to Friday

Applications are invited for the position of a Temporary *Computer Assistant (003)*, available from 19 January 2026 to 12 July 2026, *with the possibility of extension*. The successful applicant will be responsible for maintaining and repairing school computer equipment, assisting with software and hardware installations, and providing technical support to ensure the smooth operation of ICT systems across the school.

At Cairns State High School, our IT team plays a crucial role in supporting the technological needs of staff and students. Term 1 is an especially busy period, with the setup of equipment, programs, and new devices to ensure a smooth start to the academic year.

In this full-time, temporary (Term 1, 2026) opportunity, you will play a vital role in ensuring seamless technology operations enhance learning outcomes in a school that support 100% BYOx devices for students.

Your Role:

As a Computer Assistant, you will be based in the school library and work collaboratively with our IT team to provide essential support to staff and students. This role is integral to ensuring the effective operation of technology systems, particularly during the busy start of the school year.

Responsibilities include:

- Assisting with the setup, configuration, and maintenance of equipment, programs, and new devices for students and staff
- Providing technical support and troubleshooting for hardware, software, and network issues
- Ensuring compliance with departmental policies, privacy regulations, and government requirements
- Supporting the IT team in managing and maintaining school systems and resources
- Adapting to a variety of tasks as required to meet the needs of the school community

About You:

- Be able to work independently on allocated tasks while contributing to a team environment
- Demonstrate strong problem-solving skills and attention to detail
- Have excellent communication and interpersonal skills to support staff and students effectively
- Be adaptable and proactive in responding to the dynamic needs of a school environment
- Possible support for *Orange Card* required for Education Queensland learning environments

Mandatory requirements for this position:

- A criminal history check will be initiated on the successful applicant
- The successful applicant must hold a current positive Working with Children Check clearance (Blue Card).

How to apply:

Please submit your current resume detailing your relevant work history, including 2 referees, one of whom is your current supervisor, to **Rachel Wearmouth, Head of Department**, by email rstir14@eq.edu.au before **31/12/2025**.

www.cairnsshs.eq.edu.au

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