



Position Description Technology Assistant

STATEMENT OF DUTIES	
Position Objective	<p>To provide support to the Materials Technology Centre in order to ensure that it's operated in a most productive, efficient and effective manner in the best interests of the College's educational requirements and objectives.</p> <p>The Technology Assistant is appointed by the Principal and is responsible to the Learning Leader - Materials Technology and Technology teaching staff.</p>
Organisational Relationships	<p>Reports to: Learning Leader - Materials Technology and Business Manager Supervises: NIL Internal Liaisons: Students, Business Manager, Principal, Deputy Principals, Teaching and Non-Teaching staff of the College External Liaisons: Suppliers, Members of the College Community and General Public</p>
Responsibilities	<ul style="list-style-type: none"> • To provide assistance to the faculty staff in Material's Technology as required. • To be responsible for the up-keep and maintenance of the various machinery, tools and resources and equipment ie: <ul style="list-style-type: none"> - Sharpen blades - Service and set hand tools - Repair or replace basic serviceable items such as vices. • Log all plant and equipment maintenance and apply lock out devices where equipment is deemed unsafe. • To undertake material stocktakes, assessments and ordering in accordance with subject requirements and budgeting parameters/guidelines. • To receive and stow or rack goods as they are delivered to the Materials Technology Centre. • To ensure the facility is maintained in a safe, clean and hazard-free condition. Any issues pertaining to safety of equipment and machinery should be referred to the Materials Technology staff and or the Business Manager. • To ensure the dust extraction is regularly cleaned and checked for functionality. • Maintaining workshop facilities such as benches, tool racks, student project storage racks and ensure all areas are clear of excess dust and waste materials. • To prepare materials for Technology classes under the direction of Materials Technology staff. • To provide service, support and assistance to the College in accordance with the various College policies and procedures.
Child Safety	<ul style="list-style-type: none"> • Be familiar with and comply with the school's child-safe policy and code of conduct, and any other policies or procedures relating to child safety. • Assist in the provision of a child-safe environment for students. • Demonstrate duty of care to students in relation to their physical and mental wellbeing.
Professional Development	<ul style="list-style-type: none"> • Be open to professional development in your area of work. • Read operating manuals and make sure safe operating procedures are understood and followed for all equipment and machinery. • Continue development of carpentry skills as technologies evolve.
General Duties	<ul style="list-style-type: none"> • Contribute to a healthy and safe work environment for yourself and others and comply with all safe work policies and procedures. • Demonstrate professional and collegiate relationships with colleagues. • Other duties as directed by the Principal and Learning Leader – Technology.

STATEMENT OF DUTIES

Skills/Attributes

- Positive and motivated attitude
- Attention to detail
- Responsible
- Commitment to safety
- Excellent woodworking skills
- Excellent organisational skills
- Good research skills
- Good team working skills
- Excellent communication skills
- Ability to work both on your own and with others

Updated 13 Nov 2020



Selection Criteria Technology Assistant

SELECTION CRITERIA	
1. Commitment to Catholic Education	<ul style="list-style-type: none"> A demonstrated understanding of the ethos of a Catholic school and its mission
2. Commitment to Child Safety	<ul style="list-style-type: none"> A demonstrated understanding of child safety A demonstrated understanding of appropriate behaviours when engaging with children Be a suitable person to engage in child-connected work Must hold or be willing to acquire a Working with Children Check card and must be willing to undergo a National Police Record Check
3. Education and Experience	<p>Essential:</p> <ul style="list-style-type: none"> Trades Certificate or relevant experience Experience in carpentry and using woodworking machinery A minimum of Certificate 2 in First Aid is essential (The College will provide this training if necessary). <p>Desirable: Experience working in a school environment.</p>
4. Demonstrate excellent interpersonal skills, including the ability to work with people of all ages, in particular the student body and members of the College Community.	<ul style="list-style-type: none"> Ability to build professional and positive rapport with staff and students
5. Excellent communication skills written and verbal, in particular providing advice and seeking feedback from faculty staff members.	<ul style="list-style-type: none"> Ability to effectively communicate with secondary school students and teachers. Ability to provide support to teachers and students in a classroom environment.
6. Excellent organisational skills	<ul style="list-style-type: none"> Knowledge in preparing and cleaning work spaces Knowledge in maintaining stock inventory and assisting with reordering of woodwork products. Good attention to detail
7. Commitment to and understanding of Occupational Health and Safety Practises	<ul style="list-style-type: none"> Proven understanding of OHS Practises.

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