



Marist-Sion College - Warragul

Position Description

Technology Assistant (Wood and Metal Technology)

Marist-Sion College, Warragul, is a Catholic co-educational secondary school, inspired by the traditions of the Marist Brothers and the Sisters of Our Lady of Sion.

Our mission is to provide an **innovative education** which **integrates faith, earning** and **life** in a **welcoming community**.

STATEMENT OF DUTIES

<p>Position Objective</p>	<p>To provide support to the Materials Technology Centre to ensure that it is 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>
<p>Organisational Relationships</p>	<p>Reports to: Learning Leader - Materials Technology and Business Manager</p> <p>Supervises: Nil</p> <p>Internal Liaisons: Students, Business Manager, Principal, Deputy Principals, Teaching and Non-Teaching staff of the College</p> <p>External Liaisons: Suppliers, Members of the College Community and General Public</p> <p>Agreement: Diocese of Sale Catholic Education Limited Schools and Secretariat Agreement 2022</p>
<p>Responsibilities</p>	<ul style="list-style-type: none"> ▪ Provide assistance to the faculty staff in Material’s Technology as required. ▪ Preparation of wood and metal resources for class tasks under the direction of Materials Technology staff. ▪ Assist students with the safe use of all machinery, tools, resources and equipment. ▪ To be responsible for the up-keep and maintenance of the various machinery, tools, 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. ▪ 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 ensure the dust extraction is regularly cleaned and checked for functionality.

STATEMENT OF DUTIES

	<ul style="list-style-type: none">▪ 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 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.
Skills/Attributes	<ul style="list-style-type: none">▪ Excellent woodworking and metalwork skills.▪ Experienced in the use of woodworking and metal working tools and machinery (desirable).▪ A carpentry/building background (desirable).▪ Commitment to safety▪ Positive and motivated attitude.▪ Attention to detail.▪ Responsible.▪ Excellent organisational skills.▪ Good research skills.▪ Good team working skills.▪ Excellent communication skills.▪ Ability to work both on your own and with others.

Selection Criteria

Technology Assistant (Wood and Metal Technology)

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.