



## ROLE DESCRIPTION

### *Technology and Design Assistant*

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<b>Position Title</b>	Technology and Design Assistant
<b>Reports To</b>	<ul style="list-style-type: none"><li>• Technology and Design Coordinator</li><li>• Office Manager</li></ul>
<b>Direct Reports</b>	Nil
<b>Position Level</b>	Classroom and Learning Support
<b>Hours</b>	Term time only, 8:30am – 4pm, Monday - Friday

### PURPOSE OF THE ROLE

The Technology and Design Assistant is part of the team of staff responsible for the effective teaching of Technology and Design at Daramalan. The role of the Assistant is to support the Department Coordinator and staff to ensure the safety and effectiveness of Technology and Design lessons and the smooth operation of the department, in the Technology and Design rooms.

### MAIN DUTIES

#### **Work Health and Safety, and First Aid**

- Ensure that all chemicals, workshop fluids and equipment are stored and labelled in accordance with Chemical Safety in Schools (CSIS) and Hazardous Materials Policy and appropriate documentation is kept up to date
- Maintain a safe working environment and exercise Duty of Care at all times
- Comply with the relevant National Codes of Practice when working with materials and equipment.

#### **Teaching Support and Laboratory Servicing**

- Maintain, with the teaching staff, safe, clean and orderly workshops and preparation areas
- Prepare materials and equipment required for use in classrooms
- Assist students in the manufacture of projects under the direction of the classroom teacher
- Coordinate the supply of materials and equipment required for teachers and classes
- Maintain equipment schedule, including undertaking minor repairs, or coordination, as needed, with contractors
- Assist in maintaining all rooms and equipment to a high standard.

### **General Administration**

- Maintain an efficient stock management system of chemicals and equipment, including the purchase, delivery or collection of materials
- Reconciliation of deliveries and invoices against orders and effective stock inventory control
- Assist teaching staff with equipment requests and other documentation
- Assist the Coordinator with the preparation and presentation at school events including Open Day and Information Evenings
- Take part in Technology and Design excursions as appropriate and requested.

### **SELECTION CRITERIA**

- A willingness to support the MSC ethos and values.
- Relevant experience in chemical safety and hazardous materials (desirable).
- Appropriate trade qualifications (desirable but not essential) or significant experience in a position in a workshop, particularly a wood and/or metal technology environment.
- A First Aid qualification would be desirable.
- Excellent interpersonal skills and proven ability to form positive, friendly and professional relationships with all stakeholders.
- Sound organisation skills/abilities.
- Proven ICT knowledge and skills.
- Ability to work effectively as part of a team and independently with limited supervision.
- A current ACT Working with Vulnerable People card.

Conditions: The salary will be determined according to qualifications and experience in accordance with The Support Multi-enterprise 2019-2023 Staff Enterprise Agreement (Daramalan, Marist and St Edmunds)

Revised June 2022