



ST FRANCIS XAVIER COLLEGE
Berwick, Officer and Beaconsfield

Technology Assistant

Position Description

Position Title:	Technology Assistant
Reports to:	The Vice Principal through the Director of Learning Culture
Direct Reports (If Applicable)	N/A
Classification Level:	ESO, Category C – Level 2 under VCEMEA 2013
Campus Location:	Beaconsfield, Berwick & Officer

Role Summary:

The Technology Assistant works directly with Technology Teachers and provides technical support to the Technology department of the College.

Key Duties & Responsibilities:

- Support staff and students during Wood Technology, Plastics, Metal, Systems, Horticulture and Textile classes to help with providing a safe learning environment
- Devise and initiate a schedule with approval of Director of Learning Culture to ensure time is allocated adequately
- Adhere to College Occupational Health and Safety Standards
- Continue to develop new safe work practices as the department changes or includes new facilities, machines, equipment and tools
- Assist staff and students through pre-planning, preparation and cutting of various materials and the use of power industrial tools and cutting machines that will assist in prepping students work
- Maintain all static machines within the learning areas
- Ensure cleanliness of all equipment, machines within all rooms within the department
- Source workable and reliable suppliers for materials, machines, equipment and tools
- Make sure that budgets are not compromised by over spending on non-necessary equipment or surplus equipment
- Assist in the maintenance of the Horticultural centre
- Assist with distribution of deliveries and in some instances pick up and deliveries
- In conjunction with the Director of Learning Culture, ordering and purchasing of goods and materials associated with the curriculum
- Be responsible for ensuring equipment is operated in a safe manner
- Servicing of machinery & equipment and tools on a daily basis
- Ensuring the cleanliness and housekeeping of areas associated with personal work area
- Keep records of safe handling and use of chemicals and up to date risk assessments on machines
- Any other duties as directed by the College Principal, Vice Principal or Director of Learning Culture

Skills and Knowledge:

- Technical skills in Wood Technology, Plastics, Metal, Systems, Horticulture and Textiles
- Can effectively build and maintain relationships
- Has a commitment to Occupational Health and Safety
- Demonstrates strong organisation skills
- Interpersonal skills to effectively communicate with students and colleagues
- Flexible and adaptable to changing conditions

Additional Requirements:

St Francis Xavier College is committed to developing a culture to maintain the safety of each student in our care. At St Francis Xavier we have a zero tolerance for child abuse and are committed to acting in children's best interests and keeping them safe from harm.

The College regards its child 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 child safe culture. All staff employed at St. Francis Xavier College are required to abide by our Child Safe Policies and commit to our Child Safe Code of Conduct.

- Current Working with Children Check
- National Police Record Check

Last Updated:**7 December 2017**