

POSITION DESCRIPTION

Multi-Disciplinary Technician



The Multi-Disciplinary Technician is responsible to the Principal through the Deputy Principal Campus Director (St Catherine), the Learning Leader of Science, the Learning Leader of Visual Arts, the Learning Leader of Technology and Deputy Principals.

The Multi-Disciplinary Technician supports the effective, safe, and efficient delivery of the curriculum in the areas of Science, Visual Arts, and Materials Technology. The role involves preparing resources, maintaining stock and equipment, and ensuring safe environments aligned with relevant safety regulations. While the Technician does not design or deliver curriculum, they play a key advisory and support role in enabling teachers and students to engage in practical activities.

This position requires flexibility to divide time and support equitably across all subject areas and a high level of competency in administration, WHS compliance, machinery/equipment handling, and a strong commitment to the ethos and values of Catholic education. They should liaise closely with their Learning Leader regarding the priority order when competing needs/tasks are present.

CHILD SAFETY:

Every person employed or volunteering at Kolbe Catholic College has a responsibility to understand the importance and specific role he/she plays individually and collectively to ensure that the wellbeing and safety of all students is at the forefront of all they do and every decision they make.

Such responsibility requires employees to:

- Providing a child-safe environment.
- Being familiar with and complying with the school's child-safe policy and code of conduct, along with other child safety-related policies.
- Proactively monitoring and supporting student wellbeing.
- Exercising pastoral care reflecting school values.
- Implementing strategies to promote a healthy and positive learning environment.

Location

The primary place of work will be at St Catherine campus. However, you acknowledge and agree that, at the employer's discretion, you may be required to perform your duties at St Clare or any other campus operated by Kolbe Catholic College, as reasonably necessary. The employer will provide reasonable notice of any such requirement, taking into account operational needs and your personal circumstances.

RESPONSIBILITIES:

General Responsibilities

- Liaise regularly with Learning Leaders regarding priorities and workload.
- Ensure all duties comply with WHS regulations, Risk Assessments, and MSDS/SDS documentation.

- Maintain up-to-date safety documentation across all domains (Science, Art, Technology).
- Attend and contribute to team and non-teaching staff meetings.
- Maintain confidentiality and uphold the ethos of Catholic education.
- Other duties as required and negotiated with the Principal.

Science Laboratory Responsibilities

- Prepare chemicals, stock solutions, biological specimens, and apparatus for experiments.
- Assist teachers with demonstrations and in-class support during practical activities.
- Manage chemical and biological waste disposal in line with regulations.
- Maintain laboratory inventory, hazardous substances register, and safety manual.
- Maintain and clean lab equipment, PPE, and practical environments.
- Administer minor first aid in the laboratory if required.
- Provide in-class support equivalent to six 50-minute periods per week.
- Manage purchasing, stock levels, and storage of science resources.

Visual Arts & Design Responsibilities

- Prepare materials (e.g., paints, glues, paper) for Art, Media, and Visual Communication classes.
- Assist in-class with students during practical activities, including those with additional learning needs.
- Maintain and clean art classrooms, sinks, and storage areas.
- Support the setup and logistics of art displays and the annual exhibition.
- Store and label materials and resources correctly, minimising waste.
- Monitor student use of high-risk tools and equipment.
- Assist with documentation and presentation of student work for displays or competitions.

Materials/Design Technology Responsibilities

- Prepare timber, metals, food and other materials as required by the curriculum.
- Safely maintain, clean, and store equipment and machinery.
- Monitor student use of tools and provide in-class support when needed.
- Maintain safe workshop environments in consultation with the Facilities Team.
- Keep accurate inventories of tools, supplies, and machinery service records.
- Assist with ordering, stocktaking, and deliveries for technology classrooms.
- Display learning signage and maintain documentation of key student work.
- Purchasing specialised foods for students with food intolerances and specific requirements • Unpack, label and date all food in cold store and freezer
- Maintain FIFO system in both cold, freezer and dry store to ensure all food items are used within correct dates and reduce wastage
- Maintaining supplies of cleaning products to ensure they are labelled appropriately and are not used in accordance with MSDS and instructions for safe use
- Wash any unclean areas or equipment, replace any faulty or missing equipment

OTHER DUTIES

- Attend non-teaching staff meetings and team meetings as required
- Other duties as required by and negotiated with the Principal
- The list of duties may be further developed and modified to utilise the individual strengths and initiatives of the incumbent and to address the needs of the developing college, to service the needs of the growing student population and VCE Art, science and Technology
- Ensure compliance with Occupational Health and Safety (OH&S) regulations in all workshop and art environment
- Liaise with the Facilities or Maintenance team regarding repairs or servicing of workshop equipment
- Display, where directed or approved by Learning Leader, posters and learning signs in classrooms Management and documentation of high-quality student work in relation to the broader needs of each faculty. e.g. competitions, school display's or where directed by learning leaders or principals

POSITION CLASSIFICATION:

- Position: Multi-Disciplinary Technician
- Remuneration: Education Support Officer – Category B, Level 2
- Tenure: 0.6 FTE, ongoing.
- Review - a performance review process will be developed based on a self and peer appraisal

KEY SELECTION CRITERIA

- Relevant qualifications and/or experience in laboratory or workshop support roles, ideally in education.
- Understanding of WHS obligations and safe handling of hazardous substances and equipment.
- Capacity to work with diverse materials (e.g., chemicals, paints, timber).
- Current Working with Children Check and National Police Check.
- First Aid Level Two certification.
- Experience or willingness to learn about machinery and 3D printers.
- Strong ICT, organisational, planning, and documentation skills.
- High-level interpersonal skills with the ability to work independently and collaboratively.
- Demonstrated ability to manage competing priorities and deadlines.
- Flexibility, discretion, and commitment to confidentiality and Catholic values.
- Generosity of spirit, optimism, and enthusiasm for student learning and school community engagement.