



NAGLE
CATHOLIC COLLEGE

Position Description

Position: Technology/Material Aide

Reports to: Subject Learning Leader (Technology)

Mission

With words and actions inspired by Jesus, Don Bosco and Nano Nagle, we build a community shared by faith, hope and love. We educate with the heart and provide innovative, inclusive pathways to empower students to live with respect, responsibility and excellence. We encourage curiosity, resilience and empathy so students thrive and build meaningful connections in an ever-changing world. We help young people discover their gifts, act with kindness and embrace a spirit of service.

Job Scope

The Technology/Materials Aide assists teaching staff in Technology, VCE Vocational Major (VCE VM) and VET programs with the cyclical maintenance and servicing of machinery and equipment, material ordering and preparation, workshop organisation, practical class support, and the cleaning and upkeep of Technology, VCE VM and Trade Skills Centre classrooms and workshop areas.

Key Responsibilities

- Consult with Technology, VCE VM and VET teachers regarding requirements for practical work and maintain an efficient system for the use and allocation of materials and equipment, establishing priorities where necessary.
- Assist Technology, VCE VM and VET teachers with practical sessions as required, with priorities determined in consultation with teachers or the Subject Learning Leader (SLL).
- Estimate materials required for projects across Years 7 to 12, in consultation with teachers, and place orders as required.
- Liaise with suppliers to obtain the best possible prices and service for all materials and equipment.
- Machine, prepare and cut materials for student projects in Years 7 to 12, as directed by teachers or the SLL and in accordance with safe operating procedures.
- Set up technology equipment and resources for classes in consultation with teachers.
- Conduct material and equipment stocktakes in conjunction with Technology teachers or the SLL.

- Maintain the Technology workshop and machine shop in a clean, orderly and safe condition, in accordance with Occupational Health and Safety requirements.
- Maintain safe systems for the storage, labelling, handling and disposal of materials and hazardous substances in accordance with current regulations.
- Maintain and service all major woodwork and metalwork machinery on a cyclical basis.
- Service, repair and maintain, or arrange replacement of, small appliances, equipment and hand tools as required.
- Liaise with students collecting materials from the preparation area and reinforce safe handling and workshop procedures.
- Ensure compliance with all Workplace Health and Safety requirements and immediately report any hazards, unsafe practices or safety concerns to the SLL.
- Attend appropriate professional development and training programs.
- Accompany teachers on excursions and other activities as required.
- Attend staff meetings, school assemblies, liturgical celebrations, sporting events, community days and other activities as required by the Principal.
- Undertake other duties as directed by the Business Manager or Principal, consistent with the nature and classification of the position.

Such duties may include:

- Use of tools and machinery, particularly woodworking and metalworking equipment, to prepare materials for classes.
- Manual handling activities, including lifting and carrying within safe working limits.
- Assisting with workplace health and safety documentation, including Job Safety Analyses (JSAs), Safe Operating Procedures (SOPs) and risk assessments.

Commitment to Child Safety

- Be familiar with and comply with the schools child safe policy and code of conduct and any other policies or procedures relating to child safety
- Demonstrate duty of care to students in relation to their physical and mental wellbeing
- Assist in the provision of a child safe environment for students

General Duties

- Contribute to a healthy and safe work environment for yourself and others and comply with all safe work policies and procedures
- Attend school meetings, mass, and Personal Development days as required
- Demonstrate professional and collegiate relationships with colleagues
- Any other duties as requested by the Principal

Judgement and Decision Making:

This role will require problem solving skills that involve the identification and analysis of diverse problems and will apply appropriate technical training and expertise to decision making.

Organisational Relationships:

The Technology Aide has a number of key internal and external relationships.

Reports to: Subject Learning Leader Technology

Internal liaisons: Principal, Strategic Leadership team, teaching and support staff and students.

External liaisons: Suppliers/contractors and service providers.

Skills & Competencies:

- Demonstrated understanding of and commitment to the Catholic ethos and mission of Catholic education.
- Experience in the preparation of timber and metal materials, and the safe operation, maintenance and care of associated machinery, tools and equipment.
 - *A Safe Work with Machinery Certificate is desirable.*
- Working knowledge of Workplace Health and Safety requirements, including those relating to woodwork and metalwork workshops, machinery, equipment and safe work practices, together with a commitment to maintaining a safe working environment.
- Experience in the routine and cyclical maintenance of woodwork and metalwork machinery and equipment.
- Good computer skills, including the ability to use email and the College's internal systems for purchasing, ordering and communication.
- Demonstrated ability to work efficiently, prioritise workload, and respond flexibly to changing operational needs.
- Professional presentation, interpersonal skills, and the ability to work effectively as part of a team.
- Capacity and willingness to understand, comply with, and support College policies, procedures and compliance requirements.
- Must hold, or be willing to obtain, a Working with Children Check and National Police Check.