

ROLE DESCRIPTION

Technology (Wood) Assistant



The Technology (Wood) Assistant is responsible for the Technology (Wood) areas of maintenance, hygiene, safety, organization and administration. The Technology (Wood) Assistant, under the direction of the Learning Leader (Technology) and subject teachers will ensure the smooth running of all aspects of the Wood classes and Woodwork Area.

The Technology (Wood) Assistant reports directly to the Learning Leader (Technology) and the Business Manager.

1. 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 ([CECV Commitment Statement to Child Safety](#)).

Such responsibility requires employees to:

- Provide students with a child-safe environment
- 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
- Proactively monitor and support student wellbeing
- Exercise pastoral care in a manner which reflects school values
- Implement strategies which promote a healthy and positive learning environment

2. A SUMMARY OF THE RESPONSIBILITIES OF THE TECHNOLOGY (WOOD) ASSISTANT ARE TO:

- Co-ordinate operations in the Wood rooms
- Undertake all administration and purchasing functions for the area
- Assist in the Classroom

3. RESPONSIBILITIES AND DUTIES PARTICULAR TO THE ROLE:

In collaboration with the Learning Leader and subject Teachers:

- Sharpen and maintain all tools in the woodwork area
- Operate and maintain machinery in the woodwork area
- Monitor supplies and place stock orders when required
- Prepare material for all woodwork classes
- Clear the dust extractors regularly
- Ensure classrooms and the machine room floor is clean
- Assist the teacher in all woodwork classes and assist students with their projects
- Monitor safety while the classes are in progress
- Assist teachers in new project design (prototypes)
- Pick up supplies from suppliers when needed
- Assist students in using the laser cutter and 3D printer
- Undertake other tasks as directed by the Learning Area leader and/or Business Manager
- Ensure all OHS Policy and procedures are followed

CRITERIA

ATTRIBUTES & DISPOSITIONS

- Ability to use or willingness to learn how to use the laser cutter and 3D printer.
- Computer skills to aid in use of laser cutter and 3D printer.
- Ability to demonstrate confidentiality, loyalty and professionalism.
- Excellent time management skills with an ability to prioritise tasks and meet deadlines.
- Demonstrate initiative and strong problem-solving skills.
- Enthusiastic, energetic, flexible with a pro-active attitude.
- Positive approach to change and development.
- Actively support the College’s Mission, Values and Goals in all dealings with members of the College and wider community.
- Ability to work effectively independently and as part of a team.
- Calm under pressure.
- Commitment to ongoing professional learning.

KNOWLEDGE & UNDERSTANDINGS

- awareness of innovations in College operations influencing the learning landscape and learning environments
- knowledge of the appropriate avenues and resources for seeking information, support, and clarification in relation to the responsibilities of the role
- knowledge of the College’s policies and procedures that impact on operations understanding the need for accountability

SKILLS & CAPABILITIES

- Experience working with and maintaining machinery relating to woodwork would be advantageous.
- Relevant Trade qualification would be advantageous.
- Previous experience in a similar role.

POSITION CLASSIFICATION AND REQUIREMENTS:

Salary: Level 2 Category C

FTE: 0.60 Part Time

Tenure: Ongoing

Documents: WWCC and Police Check