



**Vision:** Aquinas College's vision is to educate boys to become the men the world needs.

**Strategic Purpose:** Aquinas College's purpose, in partnership with parents and guardians, is to provide a Catholic education for boys in the Edmund Rice Tradition.

**Our Values:** Faith | Excellence | Character

**EREA Touchstones:** Liberating education | Gospel spirituality | Inclusive community | Justice and solidarity

## POSITION DESCRIPTION

Instructions	
<ol style="list-style-type: none"> <li>1. Read the Position Description carefully.</li> <li>2. If you need anything clarified, ask the Head of Learning Area – Technologies.</li> <li>3. Keep a copy available for you to refer to at work.</li> </ol> <p>Please note: As the needs of the College evolve your Position Description may need to be revised. This would occur in collaboration between you and the Deputy Principal.</p>	

<b>POSITION TITLE:</b>	<b>DESIGN AND TECHNOLOGIES TECHNICIAN</b>	
<b>REPORTS TO:</b>	<b>HEAD OF LEARNING AREA</b>	
<b>SCHOOL / DEPARTMENT:</b>	<b>SECONDARY SCHOOL</b>	
<b>MAIN PEOPLE INTERACTIONS:</b>	<b>INTERNAL</b> Design and Technology Team Members. Teaching Colleagues. College Support Services (see Staff Handbook).	<b>EXTERNAL</b> Suppliers/Providers
<b>POSITION PURPOSE:</b>	Support teaching staff in the day-to-day operation of the Design and Technology learning area.	
<b>EXPECTED BEHAVIOURS AND ATTITUDES:</b>	<ol style="list-style-type: none"> <li>1. Actively support the Edmund Rice Charism, Edmund Rice Schooling and the Catholic ethos;</li> <li>2. Actively support a child safety culture, with a zero tolerance for child abuse;</li> <li>3. Adhere to the Aquinas College values at all times;</li> <li>4. Adhere to the College's Policy, Procedures and Codes;</li> <li>5. Adhere to health and safety procedures and actively contributes to maintain a safe, healthy and tidy environment; and</li> <li>6. Display:               <ul style="list-style-type: none"> <li>o a commitment to the Catholic ethos;</li> <li>o energy, enthusiasm and drive;</li> <li>o diplomacy and tact;</li> <li>o a commitment to confidentiality;</li> <li>o honesty and integrity;</li> <li>o an outstanding work ethic;</li> <li>o loyalty to the role, people and the College;</li> <li>o a positive and proactive attitude; and</li> <li>o respect for self and others.</li> </ul> </li> </ol>	

<b>KEY POSITION RESPONSIBILITIES:</b>	<b>TASK FOCUS AREAS TO BE DEMONSTRATED:</b>
<b>UPHOLD THE CATHOLIC ETHOS AND THE EDMUND RICE TRADITION</b>	Active support of the Catholic ethos and values of the College; Active promotion of the College's evangelising mission through its life and curriculum; Embracing involvement in the life of the College; and Fostering the EREA touchstones (Charter).
<b>ACTIVELY SUPPORT COLLEGE OPERATIONS</b>	Comply with all relevant legislative, regulatory obligations, College policies and procedures; Complete administrative and operational activities in alignment with College requirements; and A willingness to undertake tasks as requested by the Headmaster or their delegate.
<b>PROVIDE EFFECTIVE TECHNICAL SUPPORT</b>	Liaise regularly with technology teaching staff regarding scheduled curriculum events and activities; Where required, prepare materials and set-up equipment for practical lessons as requested by technology teachers and return unused materials to storage; Conduct demonstrations for students on the safe use of materials, machinery and equipment; Provide timely and effective support for teaching staff; Ensure the general maintenance of equipment and machinery in the workshops; Provide administration support as required to teaching staff; Coordinate and distribute required classroom supplies and materials in a timely and safe manner; Procure and maintain supplies and equipment, maintaining accurate inventory records; Liaise with Accounts Department and Head of Learning Area for purchasing and maintenance of purchasing records; Ensure that prepared/purchased equipment, tooling, and machinery are stored correctly and in appropriate working/usable order; Be responsible for the preparation of materials for student tasks; Assist the College in ensuring work areas are free from hazards; Ensure the cleanliness, maintenance and repair of machinery and equipment in workshops; Take responsibility for the safe handling and storage of hazardous materials; and Maintain secure storage areas for consumable stock.

<b>CRITERIA:</b>	
<b>QUALIFICATIONS:</b>	Have or be prepared to obtain Accreditation to Work in a Catholic school; Working with Children Check clearance; Satisfactory National Police clearance; Have or be prepared to undertake Mandatory Reporting training; and Maintain the currency of specialist expertise through a commitment to ongoing professional development.
<b>KNOWLEDGE AND EXPERIENCE:</b>	Knowledge of working in a practical working environment area, using a broad range of materials; Experience working in a similar role, ideally within a school environment (is beneficial, but not necessary); Sound experience in the effective and safe use of a range of hand, power tools and machinery; Have or be prepared to develop skills regarding Microsoft applications; and Sound knowledge of Occupational Safety and Health principles in relation to manual handling and work safe practices, with a commitment to applying them.
<b>SKILLS AND ABILITIES:</b>	Strong interpersonal and influencing skills, enabling harmonious and positive relationships with colleagues and students; Sound written and verbal communications skills; Sound time management and organisational skills; Demonstrated ability to work autonomously and as part of a team; and Sound problem solving and critical thinking abilities.

## ACKNOWLEDGEMENT

I \_\_\_\_\_ have read and understand the expectations detailed in this position description and accept the responsibilities of this role. I will use all my knowledge, experience, skills and abilities to meet requirements, as set out in this Position Description.

EMPLOYEE NAME: \_\_\_\_\_

EMPLOYEE SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

PRINCIPAL  
(OR DELEGATE) NAME: \_\_\_\_\_

PRINCIPAL (OR DELEGATE)  
SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_