

- Support preparation and pack down of practicals by setting out materials, equipment, tools, and carrying out materials preparation tasks in a safe and orderly way.
- Undertake routine cleaning and maintenance duties including clearing and cleaning work benches, floors and storage areas and putting away tools and machinery and cleaning up spills and messes.
- In consultation with the Curriculum Leader – Design and Technology, organise, monitor and maintain inventory of stock on hand and order supplies and check deliveries against invoices, maintaining a routine inventory of supplies, and ensuring the safe storage of materials.
- Ensure tools and equipment within the Design and Technology area remain in good repair and source repairs or replacements, as authorised.
- Under the direction of the teacher, cut materials to size, separate into appropriate amounts and set up classroom spaces and/or prepare materials in readiness for daily practicals.
- Under the supervision of, and as authorised by teachers, provide technical advice, to students in relation to the handling and the use of tools, materials, and equipment.

- Maintain documentation as required for administrative, financial and WHS purposes.
- Actively assist in workplace inspections including identifying and remediating workplace hazards and report preparation.
- Actively engage in required College activities/events, meetings, training and professional reviews.
- Undertake any other duties as required by the College Principal (or delegate).

Work Health and Safety

- Ensure compliance with WHS policies, practices, and priorities, within area of responsibility.
- Ensure adequate protective clothing and equipment is available and properly utilised when undertaking tasks requiring it.
- Maintain hazardous substances registers, safety data sheets and associated records, ensuring the safe storage, handling, labelling and disposal of chemicals and materials in accordance with WHS requirements.
- Assist with conducting WHS inspections and audits, and take appropriate corrective actions, as required.
- Complete, review and maintain risk assessments for Design and Technology learning activities and facilities, in consultation with teaching staff.
- Participate in any WHS-related activities, as required.

Person Specification

- Commit to upholding and actively contributing to the Catholic Ethos of the College.
- Demonstrated full technical competency and experience in a design and technology setting including applied skills and knowledge of some depth in maintaining workspaces and preparation areas, undertaking routine cleaning, maintenance, and repairs of tools and equipment.
- An understanding of and practical involvement with maintaining inventories, stock control, relevant registers and safety documentation, monitoring consumable levels, safely and responsibly using, storing, and disposing of materials, chemicals and substances, and assisting with the ordering and receipt of materials and equipment as applicable to the role.
- Demonstrated knowledge of workplace health and safety requirements, including risk assessments, safety inspections and associated record keeping, and monitor and apply safe work practices for all tasks.
- Comprehensive computing skills and knowledge, able to effectively utilise Microsoft Office and maintain online and hardcopy records and produce reports.
- Ability to interact professionally, be a positive team member, and effectively liaise with all members of the school community, contractors, and others.
- Strong interpersonal and communication skills, with ability to receive direction covering broader technical aspects of work and supervise others undertaking practical activities.
- Ability to competently work under a low level of direct supervision (but subject to direction), take responsibility for own outcomes in relation to specified quality standards and take significant initiative and responsibility relevant to area of work function.
- Experience in applying solutions to a range of problems and analysing and planning approaches to technical problems associated with area of responsibility.
- Demonstrated ability to operate within a budget and locate, analyse and evaluate information from a variety of sources to achieve work priorities.
- Strong organisational skills, including planning, prioritising and completing tasks within required timeframes.
- Demonstrate an understanding of professional boundaries and the need for confidentiality.
- Display a neat and tidy standard of dress that promotes safety and suits the practical demands of the workplace, in particular, appropriate personal protective clothing to fulfil role requirements.

Role Requirements

- Qualifications/training in:
 - Certificate IV accredited trade qualification e.g. electrical, plumbing, carpentry, etc.
 - Manual Handling
 - WHS including Hazard Management & Job Safety Analysis - Hazard Awareness
- Act in accordance with the CESA Code of Conduct and the Charter for Staff in Catholic Schools in South Australia.

- Hold a current acceptable Working with Children Check (WWCC) clearance & screening to work in Catholic Education South Australia.
- Hold current certification in Responding to Risks of Harm, Abuse and Neglect in Education and Care Settings.
- First Aid certificate (HLTAID012)
- Disability Standards for Education training
- As a worker, comply with the SA Work Health & Safety Act 2012 and, while at work, take reasonable care for their own health and safety.
 - Take reasonable care that your actions or omissions do not adversely affect the health and safety of other persons.
 - Comply, in so far as you are reasonably able, with any reasonable instruction given by the employer.
 - Co-operate with any reasonable policy or procedure of the employer that is related to health and safety at the workplace that has been notified to workers.

Being vaccinated against COVID-19 is not mandatory for CESA staff. It is highly recommended for all CESA staff to maintain vaccination status as recommended by the policy.

This position information document indicates the general nature and level of work performed by the incumbent and is not a comprehensive listing of all responsibilities, tasks and outcomes.