



**ALL SAINTS'
COLLEGE**



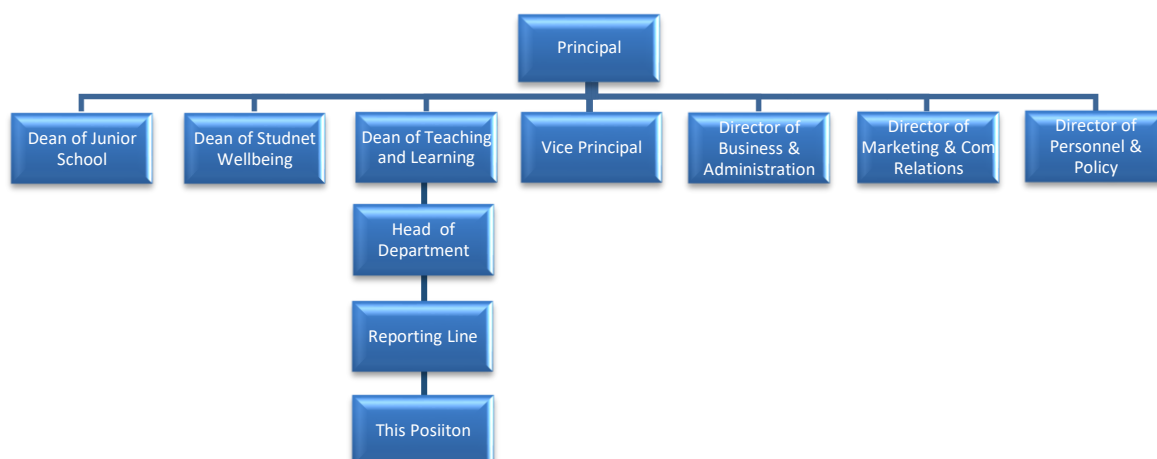
DUTY STATEMENT DESIGN & TECHNOLOGY TECHNICIAN

TENURE: Permanent or fixed term contract.

SALARY AND CONDITIONS: Salary to be negotiated dependent on qualifications and experience. Annual leave and other entitlements are provided for by the Education Services (Schools) General Staff Award 2010.

POSITION PURPOSE: The Design & Technology Technician is responsible to the Director of the Design Hub through the assigned classroom teacher(s).

ORGANISATION STRUCTURE:



KEY RESPONSIBILITIES:

The Design & Technology technician will support the College's mission by undertaking the following duties, which reflect the accountabilities and responsibilities that are integral to the successful performance of this position. Duties related to the position include, but are not limited to, the following:

1. Maintain the classrooms, equipment and machinery

- 1.1 Check rooms to ensure they are "class ready" on a daily basis
- 1.2 Checking, on a weekly basis, that all the machines are in a safe working order
- 1.3 Make adjustments when required e.g. bandsaws, mig welders, cold saw and lathes
- 1.4 Source a qualified repairer to provide specialised servicing of equipment when required
- 1.5 Sharpen, adjust and test all hand tools in the workshops e.g. planes, chisels, scribes and drills
- 1.6 Repair any mistreated or accidental breakages of the equipment or tools used by students e.g. broken vices, damaged ear muffs etc.
- 1.7 Refer to the maintenance schedule sheet for ongoing maintenance
- 1.8 Maintain records for machinery maintenance. Update records every time a machine is serviced, repaired or been fitted with replacement parts
- 1.9 Ensure dust extraction systems are cleaned on a scheduled basis
- 1.10 Install new machinery

2. Ensure a safe working and learning environment

- 2.1 Report and identify any hazards or workplace safety & health issues
- 2.2 Assist with ensuring the workshops are safe and in good working order
- 2.3 Periodically review safety & health issues relating to machinery operation, particularly in the area of dust extraction
- 2.4 Assist with ensuring safe procedures are adhered to by both staff and students
- 2.5 Assist in taking staff through induction training on all machines
- 2.6 Maintain and update standard operating procedures (SOP's)
- 2.7 Maintain SDS system and update as required

3. Assist the teaching staff with class activities

- 3.1 Assist teachers in the workshop during construction e.g. assist students on machines like router, panel saw and surface planer

4. Maintain supplies for the Design and Technology Department

- 4.1 Order all the materials used by the students on a class and individual basis
- 4.2 Materials need to be ordered and stored. In most cases materials may need to be prepared (cutting and storage) for standard tasks, for example set projects, skill development

- 4.3 Generate and process purchase orders for all ordering
- 4.4 Process all staff reimbursements for personal staff purchases
- 4.5 Receive all orders, process invoices and forward to All Saints' Accounts department for payment.
- 4.6 Keep records of invoices and purchase orders for future reference to assist in tracking preferred suppliers
- 4.7 Maintain well organised storage areas and monitor the usage of materials. Take stock and reorder to maintain a ready supply of frequently used items and materials
- 4.8 Research online to help source suitable materials and equipment for projects. Ensure that quality goods and services are provided promptly and economically.
- 4.9 Where appropriate, plan purchasing to reduce the frequency of ordering
- 4.10 Make various jigs and fixtures as required to assist staff in delivering programme e.g. drilling and router jigs
- 4.11 Procure various items by personal pick-up or arrange for a courier services to pick-up and deliver
- 4.12 Employ practices to minimise waste and recycle materials whenever possible
- 4.13 Review and re-organise material and project storage when required

5. Pastoral Care

- 5.1 Demonstrate care and concern for the spiritual, emotional, social and academic development of students.
- 5.2 Uphold and support the guidelines for student behaviour and dress as set out by the College.

6. Staff Expectations

- 6.1 Serve as a good ambassador of the College. This includes conducting oneself in accordance with the professional standards of the College.
- 6.2 Ensure all students and parents are provided with a quality service in a timely, efficient and friendly manner.
- 6.3 Maintain professional confidentiality concerning information about staff and/or students.
- 6.4 Strive to implement productivity, quality and service improvements on a continual basis.
- 6.5 Remain abreast of current trends through participation in and contribution to professional development activities and relevant professional organisations.
- 6.6 Comply with Occupational Health and Safety requirements in the workplace.
- 6.7 Ensure that all documents are prepared and presented in a professional format in keeping with the College practice and that high standards of spelling, grammar and punctuation are maintained.
- 6.8 Operate as a 'team player' at all times and fully support the Principal, Leadership Team and activities of the College.

7. Other Duties

- 7.1 On occasions, you may be directed to undertake other duties as required.

8. SKILLS AND ABILITIES REQUIRED:

- 8.1 A self-starter who has the ability to manage their time independently
- 8.2 Ability to prioritise tasks and activities and be able to respond to new tasks and priorities at short notice
- 8.3 Methodical and organised and be able to implement and sustain organisational systems
- 8.4 Ability to develop a suitable working relationship with staff and students
- 8.5 Experience with workshop equipment
- 8.6 Excellent communication skills