



Christ Church Grammar School

DUTY STATEMENT

Design and Technology Technician

DATE: 2024

STATUS: Full-time

TIME: Ongoing

HOURS: 37.5 hours per week. Annual and other leave to be negotiated and taken when mutually agreed

FACULTY/AREA OF RESPONSIBILITY: Design and Technology

POSITION CONTEXT:

Christ Church Grammar School is an Anglican day and boarding school for boys from Pre-Kindergarten to Year 12. Located in Perth, Western Australia, the School overlooks the Swan River at Freshwater Bay in Claremont. Enrolments are comprehensive and at present are approximately 1750 students including boarders.

LINE MANAGEMENT:

Reporting directly to the Head of Design and Technology.

DUTIES AND RESPONSIBILITIES:

The primary role of the Design and Technology Technician is to provide support and assistance to students and staff in the delivery of the departments' academic program from Years 7 to 12.

1. Assist teachers in classrooms and workshops

- Prepare materials as requested
- Assist students in the use of machinery and equipment as requested
- Undertake adjustment of equipment and machinery as requested
- Provide incidental material and equipment as requested
- Assist and instructing students in finishing (painting, lacquering) of projects

2. Maintenance of machinery, equipment and resources

- Develop a comprehensive maintenance schedule for all equipment and machine tools including:
- Check on a routine basis that all machines are in a safe working order
- Regular servicing items of machinery in need of scheduled service
- Adjust machines and equipment to ensure good operation
- Periodical sharpening of hand tools such as drills, chisels, planes, scribes
- Source contractors to undertake specialised repairs and maintenance
- Deliver tools and equipment to contractors for specialised maintenance

3. Ensure a safe working and learning environment

- The application of Occupational Safety and Health guidelines throughout D & T
- Assist in the acquisition and provision of Material Safety Data Sheets
- Manage flammable materials cabinet in accordance with OSH regulations
- Maintain Personal Protection Equipment in all workshops
- Assist in carrying out risk assessments of the Design and Technology facility

- Identify, reporting and rectifying potential hazards or OSH issues
- Assist with the annual electrical inspection and tagging program
- Reinforce students' obligations in maintaining a safe working environment
- Commission new equipment.

4. Undertaking acquisition, storage and replenishment of supplies and equipment

- Assist in administrative duties such as maintaining purchase and invoice records.
- Source and pricing materials and equipment
- Order, purchasing and procurement of materials and equipment
- Maintain appropriate documentation of on-line student material requests
- Track the progress of ordered materials and equipment
- Take delivery, checking and storing materials and equipment
- Travel, in either school or personal vehicle to pick up materials and equipment
- Maintain the delivery storeroom and technicians storeroom in an orderly state

5. Maintaining clean workshops, storerooms and finishing rooms

- Remove scrap waste materials from the workshops and disposing appropriately
- Return hand tools, power tools and safety equipment to designated areas
- Empty scrap bins not attended to by contract cleaner
- Clean down machinery not attended to by students and/or the contract cleaner
- Empty portable and fixed dust extraction units on a regular or needs basis
- Replace filter material in spray booths on a regular or needs basis
- Ensure spray equipment is cleaned, functional and prepared on a daily basis

6. Undertaking projects as part of an ongoing program of facilities development

- Work bench maintenance/replacement
- Construct racks, jigs, and fixtures that assist in the operation of the Department
- Carry out project construction on request and by negotiation of other departments
- Identify and implement potential improvements to systems and procedures within the department.

7. Undertaking tasks related to the promotion of the Design and Technology area

- Assist with the set-up and dismantling of the annual D & T exhibition
- Assist with the set-up and dismantling of display cabinets
- Assist with set-up, running and dismantling of activities such as CO2 Dragster races
- Under the direction of teachers, assist in the operation and production of class activities/tasks that utilise the department's CNC equipment.

WORKING RELATIONSHIPS:

The Design and Technology Department has 8 staff members.

EXPERIENCE AND QUALIFICATIONS:

This position requires:

- Trade qualifications would be viewed favorably
- All applicants must have a National Police Certificate and have completed a Working with Children Check
- Shortlisted applicants must be willing to undergo a medical examination
- Demonstrated commitment to contributing to a positive team environment
- Ability to work effectively and autonomously in a shared environment

The person must have:

- Initiative
- Flexibility
- Reliability
- Tact and diplomacy
- Ability to maintain confidentiality
- Ability to work co-operatively as part of a team
- Ability to work independently as necessary
- The willingness to assist in other areas of administration as necessary
- Commitment to continued professional and personal development

SAFEGUARDING CHILDREN AND YOUNG PEOPLE

Christ Church Grammar School takes child protection seriously, and as an employee of the School, you are required to meet the behavior standards outlined in our Child Protection Policy and the Staff Code of Conduct, as updated from time to time.

Therefore, as part of your duties and responsibilities, you are also required to:

- Provide a welcoming and safe environment for children and young people
- Promote the safety and wellbeing of children and young people to whom we provide services
- Ensure that your interactions with children and young people are positive and safe
- Provide adequate care and supervision of children and young people in your charge
- Function as a positive role model for children and young people
- Report any suspicions, concerns, allegations or disclosures of alleged abuse to management
- Maintain a valid Working with Children Check.
- Report to management any criminal charges or convictions you receive during the course of your employment/volunteering that may indicate a possible risk to children and young people
- Participate in professional learning covering the Staff Code of Conduct and all school policies and procedures at least biennially

SALARY, TERMS AND CONDITIONS:

- The successful applicant will be employed under the Christ Church Grammar School (Support Staff Enterprise Bargaining) Agreement 2022
- Opportunity to further your career through PD and study considered
- Salary will be negotiated according to qualifications and years of experience