



Carey
Baptist
College
Harrisdale

Position Description

Design and Technology Technician

0.6 FTE

Carey is a community of faith on mission in the world. As such, how we live and serve together matters. Mission, faith and relationships are three words that are used to describe Carey. In order to ensure that we remain a relational community of faith on mission in the world, we have identified a number of core values that we believe are essential in shaping us as a community.

- **Kindness:** a concern for others, which compels us to act for their good.
- **Courage:** the willingness to act well in the face of uncertainty and fear, and a willingness not to settle for mediocrity.
- **Respect:** sensing and honouring the God-given worth in another. We recognise the value of those we serve and that they deserve our best.
- **Humility:** embracing a clear perspective for one's place with God and others and seeking to benefit others above ourselves.
- **Integrity:** being honest and consistently living out our moral principles, whether seen or unseen.

The gospel is the foundation from which we serve, in an environment that respects the diversity of our students, their families and the broader community. As such we believe that we earn the right to speak by operating in an environment that values kindness, courage, respect, humility and integrity.

Overview

The Design and Technology (D&T) Technician works as part of a team with the Technologies teachers and other support staff, and plays a crucial role in supporting and improving students' learning experiences. They can also support other departments, including the Arts, Information Technology, Science as well as the Maintenance team by preparing equipment and materials for lessons and performances, assisting in practical lessons or providing assistance with occupational health and safety, maintenance and repairs in the College.

In general, as a Design and Technology Technician, the tasks would include:

1. Assisting teachers in classrooms and workshops.
2. Maintenance of machinery, equipment and resources.
3. Ensuring a safe working and learning environment.
4. Undertaking acquisition, storage and replenishment of supplies and equipment.
5. Maintaining clean workshops, storerooms and finishing rooms.
6. Undertaking projects as part of an ongoing program of facilities development.
7. Undertaking tasks related to the promotion of the College and the Design and Technology area.

Ideally the 0.6 role would be over three full days, but this will be able to be negotiated, depending on the applicants availability.

Accountability

The role is responsible to the Head of Department (Technologies).

Responsibilities

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

1. Assist teachers in classrooms and workshops

- Prepare materials as required by the subject teacher prior to lessons.
- Assist staff in developing appropriate resources for teaching and learning.
- Support the development and delivery of Computer-Aided Design and other software related products.
- Prioritise workload as directed by the Line Manager.

2. Maintenance of machinery, equipment and resources

Operate a comprehensive maintenance schedule for all equipment and machine tools including:

- Check on a routine basis that all machines are in safe working order.
- Ensure hand tools are kept in optimum condition and stored correctly.
- Regularly service items of machinery in need of scheduled service.
- Source contractors to undertake specialised repairs and maintenance.
- Empty and clean the dust extraction filters as required by the manufacturer.

3. Ensuring a safe working and learning environment

- Observing the OHS guidelines throughout the Design and Technology department.
- Assist in the acquisition and provision of Material Safety Data Sheets.
- Manage flammable materials cabinet in accordance with OSH regulations.
- Maintain Personal Protection Equipment.
- Assisting with the annual electrical inspection and tagging program.
- Safely dispose of hazardous materials and equipment.

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

- Assist in administrative duties such as maintaining purchase and invoice records.
- Stocktaking, ordering and storage of 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 storage areas in an orderly state.

5. Maintaining clean workshops, storerooms and finishing rooms

- Remove scrap waste materials from the workshops and dispose of appropriately.
- 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 operations of the Department.
 - Carry out project construction on request and by negotiation with other departments.
 - Assist with the development of new student projects concurrent with the Design & Technology curriculum.

7. **Undertaking tasks related to the promotion of the College and the Design and Technology area**
 - Assist with the set-up and dismantling of annual exhibitions.
 - Assist with the building and maintenance of sets for Performing Arts productions.
 - Assist with the set-up and dismantling of display cabinets.
 - Assist with set-up, running and dismantling of activities such as solar cars, Bridge Building competition and MakerSpaces.

Essential Attributes and Skills

- Practical/hands-on experience is desirable.
- Ability to work as part of a team and independently.
- Confident in the use of CAD & CNC technologies (or willing to learn).
- A service-oriented approach.
- Flexibility to learn all areas of a Design Technology Department covering electronics, home economics, manufacturing, CAD, CAM etc.
- Be computer literate and willing to learn school systems.

Selection Criteria

1. An active Christian faith.
2. Possess the technical knowledge and expertise relevant to the position.
3. High level practical and problem-solving skills.
4. High regard for maintaining a safe working environment for both teachers and students.
5. A willingness to go the extra mile to achieve excellence.

Other Requirements:

- A current Working with Children's Check (or eligible to obtain one).
- A current National Police Clearance.
- A current driver's licence and vehicle.
- COVID vaccination certificate.

Remuneration

Remuneration will be in line with the College agreements on an FTE basis.

Application Requirements

- Complete the Carey Baptist College Non-Teaching Application Form.
- A written response demonstrating development in each of the **five Selection Criteria** including a statement outlining the applicant's spiritual journey.
- A current Pastor's reference.

Potential applicants are welcome to contact Mr Simon Griffiths sgriffiths@carey.wa.edu.au for a further understanding and description of the role and process.

Timeline

- **Applications close Monday 17 January 2022 at 9am**
- Interviews will occur ASAP thereafter
- Commencement will be as soon as available

Applications addressed to:

Mr Brenden Gifford - Secondary Principal

Via email to employment@carey.wa.edu.au as one attachment (where possible)