

Assistant Technician

Position Description

Classification	School Services Officer, Category B – Level 3
Employment Status	Part-time – 0.6 FTE (3 days per week)
Hours of Work	8.00am to 4.06pm, School terms
Scope	Whole School
Expected level of contact with children and young people: Regular	

Position Purpose

The Assistant Technician works in the Trade Skills Centre and Technology Centre offering general technical support to staff across a range of activities within the Vocational Education and Training (VET) Building, VET Engineering, Product Design and Systems Technology areas. This role assists teaching staff and the Trades Skills Centre Co-ordinator to provide a learning environment and program that is conducive to ensuring quality outcomes for students.

The role provides technical assistance to teachers and students ensuring smooth operation of tools, machinery, and equipment, with key responsibilities include to perform maintenance tasks on equipment, clean work areas, prepare materials, ensure machines are calibrated to industry standards and assist in the establishment and maintenance of a safe environment for staff and student outcomes.

The role cannot instruct teaching staff to perform their duties, this will be the direct responsibility of the Trades Skills Co-ordinator and the Deputy Principal – Head of Campus.

Reporting Relationships

Position reports to: Trade Technology Manager and Trades Skills Centre Co-ordinator on a day-to-day basis and is accountable to the Business Manager. Issues regarding review of position and performance to be referred to the Business Manager.

Leads/Direct reports: Nil.

Key relationships: Trade Technology Manager and Trades Skills Centre Co-ordinator, teaching staff, and students.

Key Duties & Responsibilities

Includes but are not limited to:

- Assist in ensuring that all machinery, tools, and equipment are maintained in good working order in accordance with maintenance schedule documents and Occupational Health and Safety (OHS) guidelines.
- Prepare materials and equipment for classroom and practical workshop sessions.
- Demonstrate equipment and techniques for classes and individual students under teacher supervision.
- Maintain material storage areas.
- Recycle materials.
- Undertake training of staff where appropriate.
- Maintain OH&S standards in workshops, assisting in ensuring that a safe and healthy working environment is provided.
- Assist with recording and maintaining of Safety Data Sheets (SDS) registers when using or storing chemicals.

- Assist with ensuring compliance with regulations including signage for safe usage and boundaries clearly identifying safe work areas.
- Ensure that workshops are kept clean and tidy.
- Assist teaching staff during class and other learning activities.
- Any other duties as directed by the Deputy Principal - Head of Campus, Trade Technology Manager, Trade Skills Centre Co-ordinator, Business Manager and/or the Principal.

Child Safeguarding

- Be familiar with and comply with the school's child safeguarding policy and code of conduct, and any other policies or procedures relating to child safeguarding.
- Assist in the provision of a child-safe environment for students.
- Demonstrate duty of care to students in relation to their physical and mental wellbeing.

Professional Development

- Participates in ongoing professional development and learning relevant to the role, including annual compliance training.
- Continue development of Information Technology (IT) skills as technologies evolve.
- Participate in the completion of an Annual Review Meeting, as required.

General

- Support the ethos, values and vision of Lavalla Catholic College as a Catholic school in the Marist tradition.
- Contribute to a healthy and safe work environment and comply with all safe work policies and procedures.
- Attend staff/school meetings as required relevant to your role and within rostered hours of work.
- Demonstrate professional and collegiate relationships with colleagues.

Essential Requirements for the Role

Qualifications & Experience

- Relevant experience and/or education or training such as a Trade Certificate or Certificate Level 1 - 3.
- Experience and skills in the proper use and care of tools, equipment, and servicing of machinery.
- Demonstrated understanding of OHS requirements including risk assessments, SDSs & JSAs.
- First Aid Certificate Level 2 or willingness to obtain.
- Hold a valid employee Working with Children Check card and must be willing to undergo a National Police Record Check.
- Valid driver's licence.

Personal Attributes & Skills

- Considerable knowledge of the standard practices, materials, methods, and equipment of the various trades.
- Ability to work under general supervision and direction, depending on tasks and experience.
- Ability to work as part of a team.
- Strong communication and interpersonal skills.
- Ability to work with and around students.
- Well-developed time management and organisational skills, including strong attention to detail.
- Basic computer skills.

Child Safeguarding

- Experience working with children.
- A demonstrated understanding of child safety.

- A demonstrated understanding of appropriate behaviours when engaging with children.
- Be a suitable person to engage in child-connected work.

Our Commitment to Child Safety

Lavalla Catholic College is committed to providing a child safe environment where children and young people are safe and feel safe, and their voices are heard about decisions that affect their lives.

Each member of the College community has a responsibility to understand the important and specific role that they play individually and collectively to ensure that the wellbeing and safety of all students is at the forefront of all that they do and every decision that they make.

All staff are required to be conversant with, and comply with, the College's Marist Child Safe Adult Code of Conduct and Child Safeguarding Policies. It is a condition of employment for a staff member to be deemed a person suitable to work with children.

Our Vision and Mission

Lavalla Catholic College is a welcoming, inclusive community called to make Jesus known and loved through education in the Marist Tradition. With '*Strong Minds and Compassionate Hearts*' we unite to inspire, journey with and prepare learners for life in our changing world.

In our daily actions, we build positive relationships following the model of Jesus Christ. We are inspired by the Marist Characteristics: *Simplicity, Love of Work, In the Way of Mary, Presence, and Family Spirit.*

Position Description

Authorised by: The Business Manager

Last reviewed: March 2025