# ROLE DESCRIPTION

## 1.0 POSITION TITLE: Technologies Workshop Aide

1.1. Classification – School Officer, Level 3

1.2. Employment Term – Fixed-term, part-time, term-time

1.3. Hours – 0.5 Full time equivalent (19 hours per week or 38 hours per fortnight, Monday to Friday)

## 2.0 PURPOSE / SCOPE OF POSITION – KEY RESULT AREAS

The Technologies Workshop Aide will be part of the Technologies Faculty at Villanova College. The Aide is an essential member of the team and plays an important support role for the teaching staff by preparing materials, resources and equipment as required. The Aide will also assist by maintaining a safe learning environment for our students and staff in our Senior Workshop, Middle School Maker Space, Design Studios, Engineering Rooms, and Digital Technology Room. This will include special projects designed to improve these unique learning spaces.

The Technologies Workshop Aide will also provide support with ordering and receiving of supplies, materials, and equipment. The Technologies Workshop Aide works as part of a collaborative team that places safe behaviour at the heart of all we do.

### 2.1 Collaborative Practices & Partnerships

The role holder works collaboratively and in partnership with others, including internal and external stakeholders, in the execution and completion of duties and responsibilities.

### 2.2 Effectiveness & Efficiency

The role holder completes assigned tasks and duties effectively and efficiently in an appropriate and timely manner.

### 2.3 Commitment & Confidentiality

The role holder demonstrates commitment to the philosophy, ethos and aims of the College, giving due recognition to aspects of confidentiality relevant to the role and duties undertaken.

### 2.4 Spiritual Life of the College

The role holder participates in College liturgies and is a witness to the Catholic values of the College.

## 3.0 STATEMENT OF RESPONSIBILITY

The position of Workshop Technologies Aide directly supports and assists the Technologies Curriculum Area Leader and Technologies Teachers. The position involves collaborative working relationship with third party suppliers, Grounds and Maintenance staff, Finance Staff, as well as liaising with other College staff, both teaching and non-teaching. Tasks are performed independently under general guidance.

This Duty Statement will be reviewed annually, as part of the professional development plan, in collaboration and partnership with the Technologies Curriculum Area Leader. The statement makes clear the day-to-day expectations of the position, taking into consideration the needs of the College.

## 4.0    SPECIFIC DUTIES

The position requires the role holder to undertake and complete the following activities and duties. Other duties may be allocated from time to time as required.

### 4.1 Workshop Support
- Maintain the tidiness of the workshops and classroom areas to ensure a safe work environment for all
- Maintain and sharpen hand and power tools appropriately
- Maintain a broad range of machinery and equipment
- Work with external providers to inspect and service specialist equipment
- Complete regular inspections and record in the equipment maintenance register
- Prepare prototyping material, particularly timber, using a range of timber processing machinery
- Complete regular maintenance of work surfaces, vices, etc. general painting, and upkeep
- Assist teachers by Laser Cutting or 3D printing student prototypes as required
- Disposal of general or chemical waste and maintain sustainable practices
- Working with the Maintenance team in accordance with any Maintenance Schedules
- When required, liaise with students, parents and other persons who may interact with the College in a professional manner.

### 4.2    Classroom Support

- Be willing to support Technologies Students under Teacher supervision when required

### 4.3    Safe Working and Student Safety Focus

- Maintaining WHS requirements at the direction of the Workplace Health and Safety Officer and Risk and Compliance Officer
- Ensure the safe and secure transport of any resources, machinery, and workshop-based goods between workshops on campus
- Escalate any incidents that occur in the workshops via the College incident reporting process and ensure immediate escalation to the Technologies Curriculum Area Leader
- Ensure a proactive approach to tools management, including a focus Foreign Object Control, ensuring that any tools and machinery are College approved, tested, and tagged and procured.

### 4.4    Stocktake, Procurement and Financial Support

- Support the Technologies Curriculum Area Leader and Technologies Teachers with any purchasing and ordering of materials and resources as directed and in advance of any classes/planned activities
- Preparing purchase requisitions for materials and consumables (timber, acrylic, paints, tools, wood, chemicals etc)
- Receive, check and store deliveries of stock and resources.
- Assist the Technologies Curriculum Area Leader including conducting research on goods pricing, preparing quotes, etc.

## 5.0    ESSENTIAL QUALIFICATIONS AND EXPERIENCE:

- Woodworking skills and experience with machinery is essential
- Relevant trade-based qualifications or experience highly desired
- Possess a willingness to learn new skills in performance of their duties
- Be able to liaise professionally and confidently with students and staff
- Possess a demonstrated high regard for workplace health and safety, with a focus on safe operating procedures.
- Have demonstrated organisational and time management skills together with resourcefulness and initiative to manage multiple priorities.
- Have excellent attention to detail.
- Basic computer literacy and ability to use email and MS Office - MS Word
- The ability and commitment to:
    o work in a team environment
    o enhance existing knowledge and skills
    o readily embrace and implement new tools, technology, and methodologies of working where appropriate
    o a calm, caring and respectful manner
    o understanding the culture of care at Villanova when working with students and staff

## 6.0    AUTHORITY LIMITS

The position carries no inherent delegated authority regarding expenditure of funds or supervision of other role holders within the College. Expenditure of funds must be in accordance with approved budgets and appropriately authorised as per College's Delegation Policy.

## 7.0    REPORTING AND OTHER RELATIONSHIPS

The Workshop Technologies Aide reports to both, the Technologies Teacher and ultimately the Technologies Curriculum Area Leader.

Other significant relationships exist with students, third party suppliers, the Finance Team and other general staff.

## 8.0    SPECIAL REQUIREMENTS

The Workshop Technologies Aide must possess a paid Blue Card or have the ability to obtain a Blue Card prior to commencement of the employment, in accordance with the requirements of the Commission for Children and Young People and Child Guardian Act 2000.

At all times, the Technologies Workshop Aide must act in accordance with the Villanova College Student Protection Policy. It is necessary that the role holder exercise judicious and prudent judgment in interactions with students.