

ESS - PRODUCT DESIGN AND TECHNOLOGY POSITION DESCRIPTION

The Product Design and Technology Support person is responsible for providing administrative and practical support to the Product Design and Technology teaching staff with classroom set up and maintenance of the Product Design and Technology Classroom. This person is ultimately responsible to the Principal via the Business Manager for the appropriate and effective performance of his/her duties. He/she is responsible to the Head of Technology Domain on a day-to-day basis.

Qualifications/Experience Requirements to Meet Objectives:

The Product Design and Technology Support person is responsible for the support, maintenance and upkeep of the Product Design and Technology Department.

The Product Design and Technology Support person will be able to demonstrate previous extensive work experience in the use and maintenance of machinery including but not limited to: table saw, thicknesser, jointer/buzzer, MIG and TIG welders, 3D printers, docking saw, compound mitre saw and band saw. Trade or relevant teaching qualifications would be well regarded.

He/she must also be able to demonstrate:

- Ability to prioritise, schedule and coordinate work to optimise the use of allocated resources to provide timely and cost-effective services, and comply with statutory requirements.
- Knowledge of OH&S requirements of schools.
- Ability to analyse and resolve technical problems with equipment and services.
- Ability to analyse and resolve operational problems.
- Good level of communication, interpersonal and negotiation skills when dealing with staff, students and members of the public.
- Hands-on approach to work, self-motivated and a strong commitment to teamwork whilst being able to work independently when required.
- Current driver's license.
- Current Working with Children Check.

Working Relationships:

- Internal liaisons – all staff.
- External liaisons – parents/guardians of students, staff, students, contractors and suppliers.

Freedom to Act/Decision Making:

- The position, in conjunction with the Head of Design and Technology and Business Manager, is required to exercise judgment in ensuring the image of the College presented to the public is in accordance with the Mission and Vision Statements and that appropriate hospitality is extended to all visitors.

Key Results Areas and Accountabilities:

The key duties and responsibilities of the Product Design and Technology Support person include, but are not limited to those detailed below.

- Maintenance and upkeep of hand and power tools/equipment.
- Maintenance and upkeep of machinery (for example remove and replace blades to table saw, thicknesser, buzz saw, docking saw, compound mitre saw and band saw, etc.).
- Liaison with external contractors when and as necessary.
- Cleaning duties relating to the domain.
- Planning and Preparation of Learning and Teaching materials.
- Preparing wood, metal, plastics and other materials required for classes.
- Putting up displays and exhibitions.
- Maintaining consumables, materials and equipment in classrooms.
- Ordering and purchasing materials and equipment.
- Obtain quotes and prepare requisitions as required and directed by the Head of Domain.
- Deal with a range of suppliers and their representatives, obtaining best terms for all purchases.
- Receive and process deliveries, checking invoices against actual delivery and signing them off to be paid.
- Maintain the current Safety Data Sheets (SDS) for all chemicals stored in the wood area to comply with OH&S standards.
- Maintain stock levels in Product Design and Technology wood store areas.
- Storing materials and equipment.
- Stock taking.
- Pick up supplies/tools where necessary.
- Wear appropriate protective clothing and footwear fit for this position e.g. non-slip covered shoes.
- Maintain first aid kit.

Other Duties:

- Contributing to the wider life of the College, assisting with the preparation of events and activities and supporting other teams within the College when required.
- Other duties as directed by the Principal, Business Manager or nominee.
- Attend Educational Support staff meetings and Domain Team meetings as required.
- Ensure staff room laundry is laundered regularly.

Personal Attributes:

- Ability to work with a minimum of supervision.
- Ability to be a team member.
- Excellent interpersonal skills and ability to relate to all sections of the Marymede Community i.e. staff, students and parents (both prospective and current).
- Discretion and confidentiality.
- Punctuality.
- Ability to work under pressure and meet deadlines.
- A commitment to ongoing Professional Learning.

Health & Safety**All staff are expected to:**

- Adhere to and implement safe work practices and procedures in accordance with Marymede Catholic College policies.
- Work safely and report any hazards in accordance with College procedures.
- Monitor and take full care of the health and safety of others.
- Participate when required in the resolution of safety issues.

Other Specific Duties

As required by the Principal and as outlined in the *Certified Agreement VCEMEA 2013*.

Salaries and Conditions:

- Salaries and conditions are set by the *Victorian Education Multi Employment Agreement 2013*. The position would be recompensed according to the scale for a full time Educational Support Category C depending on experience and qualifications.
- The Educational Support – Product Design and Technology Support person is entitled to 7 weeks leave to be taken 1 week per term holidays and 4 weeks from the end of Term 4.
- Hours of employment are 8.30am to 4.36pm, Monday to Friday (30minute lunch)

Marymede Catholic College is an Equal Opportunity Employer