



Melbourne Archdiocese
Catholic Schools



Position Description

Product Design and Technologies Technician: Textiles

Purpose of position	The Product Design and Technologies Support person is responsible for providing administrative and practical support to the Product Design and Technologies teaching staff with classroom set up and maintenance of the Product Design and Technologies Classroom.
Staff Team	Product Design and Technologies Team
Reporting to	Technologies Domain Leader P-12
Location	Marymede Catholic College: - 60 Williamsons Road, South Morang - 139 Eminence Blvd, Doreen
Classification	Education Support Officer Level 2, Category B
Salary and benefits	<ul style="list-style-type: none"> Salary range: \$56,019 - \$71,742
Commencement date	
Employment conditions	<ul style="list-style-type: none"> Part Time .2 FTE and ongoing School Holidays Working hours are 8.00am to 4.06pm, Monday to Friday (30-minute lunch) <p>The successful applicant will:</p> <ul style="list-style-type: none"> be subject to a satisfactory National Police Record Check and Employee Working with Children Check <p><i>Visa sponsorship is not available for this position. All applicants require current and valid working rights for Australia.</i></p>
Qualifications and experience	<p>Relevant extensive experience</p> <p>Experience in the education sector or communications would be an advantage but is not essential.</p> <p>A current Victorian driver's licence and access to vehicle.</p>

	<p>A current Working with Children Check.</p> <p>Marymede Catholic College is an equal opportunity employer. We value a diverse and inclusive workplace and welcome applications from all qualified people. When required, we make reasonable adjustments to accommodate our people.</p>
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Key duties and responsibilities

- Ability to prioritise, schedule and coordinate work to optimise the use of all allocated resources to provide timely and cost-efficient service 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.

Key selection criteria

- Possess the skills, experience and qualifications to perform the duties and responsibilities of the position
- Commitment to supporting the Catholic Identity of the College
- Commitment to and understanding of child protection and child safety issues in schools
- Commitment to safe work practices
- Commitment to professional learning and development
- Commitment to the implementation of College policies and procedures

Child Safety Requirements

Marymede Catholic College is committed to developing a culture to maintain the safety of each student in our care. At Marymede Catholic College we have a zero tolerance for child abuse and are committed to acting in children's best interests and keeping them safe from harm.

The College regards its child protection responsibilities with the utmost importance and as such, is committed to providing the necessary resources to ensure compliance with all relevant child protection laws and regulations and maintain a child safe culture. All staff employed at Marymede Catholic College are required to abide by our Child Safe Policies and commit to our Child Safe Code of Conduct.

Position description updated:

April 2025