ROLE DESCRIPTION	
ROLE TITLE	Design and Technology Technician
FTE	20 hours per week
WORKING PATTERN	40 weeks during term time
INDUSTRIAL AGREEMENT	*WA Catholic Schools Support Staff Enterprise Agreement 2023*
CLASSIFICATION	*Salary Schedule Level 3, Administrative and Technical Officer*
ACCOUNTABLE TO	Principal
DIRECTION FROM	Leader of Learning Technologies
ROLE REVIEWED	November 2026

MISSION STATEMENT

Newman College is a PK-12 Catholic School educating in the Marist Tradition, which endeavours to lead students to know and love Jesus Christ. With Mary as our model in faith, we encourage students to grow into the fullness of their humanity in an education environment where they feel welcome, accepted and valued.

ROLE OVERVIEW

The Design and Technology Technician contributes to the Catholic Mission of the College and its educational goals by ensuring the effective operation of the College's Design and Technology Area. Particularly, by offering administrative support to the Design and Technology team.

ROLE RESPONSIBILITIES

- Carry out first line servicing and maintenance of all equipment in Design and Technology workshops. This will include duties such as cleaning, oiling, sharpening, removing dust and minor repairs.
- Ensure safety and reliability of all tools and equipment.
- Keep maintenance, inspection and safety records of tools and equipment.
- Carry out daily morning visual checks of all machinery before being used by students and shut down plant equipment at the end of each teaching day.
- Clean, sharpen and maintain hand tools.
- Maintain the good order and organisation of the workshop and their storage facilities and keep stock records.
- Prepare materials and equipment for lessons and projects.
- Receive equipment and materials.
- Empty the extractors and general waste bins as required.
- Maintain an inventory of equipment.
- Keep work tops and workspaces clean and clear of dust and hazards. Including sweep and blow down on and around machines.

- Ensure the remaining cleaning has been performed sufficiently by cleaning staff, and to liaise with the Property Manager if the standard of cleaning falls below an acceptable level.
- Ensure all students' work, tools and unused materials are returned to the appropriate storage area.
- Maintain all PPE in a serviceable condition.
- Control and store safely all chemicals, flammables, and specialised solutions, ensuring that current OSH and MSDS regulations are adhered to.
- Arrange for, the regular safety inspections of all machinery and equipment.
- Carry out and keep records of Risk Assessments.
- To ensure department first aid boxes are kept up to date and stocked.
- To ensure each teaching area is locked and secure when not in use.
- Assist teachers during lessons where requested.
- To carry out other tasks reasonably requested in accordance with the post holder's skills and qualifications.

Others

- Undertake any other duties as reasonably required by the Principal

EXPECTED BEHAVIOURS & ATTITUDES

All staff are responsible for:

- Actively working to promote the charism of Saint Marcellin Champagnat and the mission and life of the Catholic Church within the College.
- Actively supporting the Marist Association of Saint Marcellin Champagnat.
- Actively promoting the College's Evangelisation Plan.
- Actively supporting a child safety culture, with a zero tolerance for child abuse.
- Complying with:
  - Marist Schools Australia (MSA) Ltd Policy Statements
  - Newman College Policy Statements, Procedures
  - Newman College Code of Conduct for Staff
- Adhering to workplace health and safety procedures and actively contribute to maintaining a safe, healthy and tidy environment.
- Maintaining open communication and work collaboratively with others within the College to foster team work and morale.
- Maintaining a commitment to continuously improve services and pursue excellence.
- Seeking opportunities for professional development.

ROLE CRITERIA

Essential Criteria:

- Working with Children Screen Check.
- Nationally Coordinated Criminal History Check (NCCHC) Department of Education.
- Give witness to their membership of a Catholic community through their attitudes, actions and practice
- Willing to become an active member of the Newman College community with a strong commitment to promoting and supporting the varied aspects of College life.
- Possess relevant training and/or experience.
- Able to work cooperatively as a constructive and positive member of a team.
- Able to competently manage conflicting priorities in order to meet deadlines.
- Self-motivated and able to work independently.
- Have strong interpersonal skills which promote positive and mutually beneficial relationships.
- Willing to complete the requirements for *Accreditation to Work in a Catholic School.*