JOB DESCRIPTION

St Stephen's School
SERVE GOD SERVE ONE ANOTHER

Job Title:	**Design and Technology Technician**
Reports To:	**Head of Learning Area**
Direct Reports:	**N/A**
Section of School:	Secondary
Liaises with:	Secondary Design and Technology staff

St Stephen's School Vision:	St Stephen's School is a Uniting Church School that is Christ centred, student focused and community based.
St Stephen's School Values:	The way that we go about our business at St Stephen's is underpinned by five core values. All students, staff and Council members are expected to embrace these values as they undertake their various roles. • Faith • Learning • Care • Service • Community
Position Summary:	The Design and Technology Technician will perform a combination of **Technician** and **Design and Technology Teacher Support** duties for Years 7 – 12. This will include (but not limited to) the preparation and purchasing of materials, equipment, tools and helping to monitor the facilities and equipment usage from a Work Health and Safety point of view. It also entails the providing of materials and other resources during a class that would normally take the teacher away from the teaching task at hand. Experience working in an appropriate industry or trade or school in the Design and Technology Department will be highly regarded.

Key Responsibilities and Tasks:	Duties in relation to the position include, but are not limited to: **Materials and Equipment** • Prepare resources and equipment for appropriate lessons and activities in consultation with teachers. • Technical in-class assistance for teachers and students. • Order, source and manage all workshop equipment in consultation with the teaching staff. • Pick up materials and equipment where delivery is not suitable. • Oversee the Department budget and records **Maintenance of Department** • Maintain and improve organisation as required. • The routine maintenance/adjustment and servicing of woodwork/metalwork machinery & equipment • Keep the workshop, design labs, store rooms, welding bays, spray booth and shed in a safe, tidy and organised manner. • Organise and document equipment servicing as needed and liase with outside contractors as required (extraction, ducting, compressor servicing and inspections etc) • Update the workshop S.O.P's, general signage and MSDS's • Ensure waste removal, including recycling and extractor emptying is conducted as required. **Fusion Exhibition and Display** • Assist with exhibition preparation. • Additional duties as required from time to time **Safety** • Provide a child safe environment in accordance with the Child Safe Standards and adhere to the School's policies and procedures regarding student safety, health and wellbeing • Undertake and apply Work Health and Safety requirements and adhere to the School's policies and procedures at all time. • Work with our Safety and Compliance department to maintain the workshop to high WHS standards, including relevant documentation. **Fusion Exhibition and other Learning Area Support** • Assist with exhibition preparation liaising with the Art Department. • Organise, display and dissemble exhibitions. • Additional duties as required from time to time to support other Learning Areas (after consultation within deptartment)

Key Performance Indicators:	• Ensure students, parents and the wider School community are provided with a quality and appropriate service in a timely, effective and friendly manner • Undertake and apply Work Health and Safety requirements in the workplace • Strive to identify areas and processes for ongoing improvement of productivity and service • Ensure that all documentation and communications are prepared and presented in a professional manner and in a way that reflects the School's ethos and values • Strive to meet deadlines. • Serve as a good ambassador of the School

	• Always act in a manner that seeks to enhance the safety culture of the School. Participate in Work Health and Safety induction and training.

Selection Criteria:	• Previous industry or trade experience in relevant design and technologies areas. • The Working with Children (Criminal Record Checking) Act 2004 applies for anyone working in child related employment • National Criminal Record Checking (except Teaching staff) • Possess a comprehensive understanding of the techniques, materials and processes used in design and technology production. • A flexible and positive approach to working with children. • Competent computer/IT skills (Use of laser cutter, 3D printers, design software, and general record keeping) • Excellent communication skills. • Exceptional organisational and time management skills. • Ability to work unsupervised and be a good problem solver. • Ability to work as an effective and contributing team member • Willingness to positively and actively contribute to the Christian culture of the School • Be able to role model Christian behaviour in all aspects of the role

I understand and accept the responsibilities as outlined in this Job Description.
Signed: **Date:**
This document was approved by HOLA Technologies/April 2025

The below information is not required to be printed

Version	Date	Review Date	Author	Comments	Approval
6	April 2025	April 2027	P&C	Amendments	P&C
5	Sept 2024	Sept 2026	P&C	Amendments to column headings	P&C
4	Feb 2022	Feb 2024	Tim Drake	Amendments	P&C
3	Nov 2019	Nov 2021	Tim Drake	New MDT Technician JD	P & C
2	Sept 2018	Aug 2020	Valery Wells	Rebranding	E-Team
1	July 2014	July 2015	Maria Moraitis	New	CFO