



Saint Ignatius College Geelong

POSITION DESCRIPTION

School Services Officer – Technology Assistant

Date: February 2023

Every staff member at Saint Ignatius College Geelong is expected, at all times, to support the:

- College's Catholic Ethos
- College's Ignatian Ethos
- College's Child Safe Policies and Procedures
- CECV Statement of Principles Regarding Catholic Education

All staff members at Saint Ignatius College Geelong are ultimately responsible to the College Principal via the Deputy Principal: Staff, Identity and Operations and the designated leader of their work area.

Designated Leader of this work area – Deputy Principal Learning and Teaching

Allocation of daily duties via – LAL Technology

Nature of this role	<ul style="list-style-type: none">● The essential role of every staff member at Saint Ignatius College Geelong is to provide the best possible child safe learning environment and pastoral care for each student according to the College Mission Statement and The Characteristics of Jesuit Education.● The staff member appointed to the above position is expected to perform the duties as outlined in this description, in a professional and respectful way and act as a role model for students.● This person will ensure that all professional contact with the public is positive and welcoming and promote the College's Catholic/Ignatian ethos and identity.
The general responsibilities and accountabilities of this role	<ul style="list-style-type: none">● Direct accountability is to the Learning Area Leader during your allocated time in the Technology area.● Develop and maintain collegial and professional relationships with colleagues● Contribute to a healthy and safe work environment for themselves and others and comply with all safe work policies and procedures● Support the Catholic/Ignatian ethos and identity of the College● Always hold current certification for Level 2 First Aid and Anaphylaxis● Undertake professional reviews as required● Support a performance and development culture● Adhere to all College policies as published on the College intranet● Undertake other duties as required by the Principal
The specific duties of the role	<p>This is a hands-on role. You will also be required to assist the teaching staff in the Technology area as per allocated time with the cutting preparation of materials for classes along with other requests. Your goal is to promote the vision and mission of the College by creating, maintaining and developing a safe, pleasant, and functional work space.</p>

	<p>Technology Assistant</p> <ul style="list-style-type: none"> ● May be required to assist in Technology area of the College (Wood/Metal/Plastics/Systems/Construction/Textile Area) ● Assemble and clean away equipment and materials for practical work and demonstrations as requested by the Technology teachers ● Determine and undertake specialist cleaning procedures and maintenance of Equipment ● Ongoing maintenance and repairs of all tools and equipment within the Technology area, which would also include emptying of dust extractor, manage and maintain laser printer, cleaning of lazer cutting lens, obtaining quotes, before organising servicing or repair of equipment and tools in the area. (eg sharpening of tools or servicing of sewing machines etc.) ● Provide support to Technology teachers who are unfamiliar with particular items of equipment or practical exercises ● Induct new teaching staff in relation to triggering and resetting emergency cut-offs, safety and clean-up procedures, equipment storage in the technology area ● Be proactive when requested, trial practical exercises or demonstrations for workability within the classroom ● In consultation with the Technology Learning Area Leader, set up and maintain the facilities/resources, including maintenance of equipment and cleanliness of technology area ● In consultation with the Technology Area Leader order equipment and obtain supplies of necessary items to maintain stores at a suitable level ● Create and maintain an inventory of all equipment and maintain a stock list of all materials, by performing regular stocktake ● Collect, check against invoice or delivery docket, unload and store orders as required ● Preparing materials for student lessons as requested by design staff ● Operating machinery and cutting materials for lessons as requested ● Maintain and update the chemical register, storage, labelling and signage in accordance with current work safety regulations, order all supplies of chemicals. Maintain MSDS safety data sheets ● Dispose of used chemicals in accordance with current regulations ● Maintain, write and update the risk assessments for practical activities that are potentially hazardous ● Prepare teaching aids for display, when requested and in consultation with the Learning Area Leader ● Report immediately and risks or hazards in the area, to the LAL Technology and be proactive in isolating the area or concern to minimize risk ● Make sure that SOP's (Standard operating procedures) are displayed around each machine ● Ensure the College meets its compliance obligations ● Assist students as required
Education and Experience	<p>Essential/Preferred:</p> <ul style="list-style-type: none"> ● Suitable qualifications or trade and /or experience ● Ability to work without close supervision ● Experienced with the use and safety of a variety of equipment and tools ● Ability to prioritise work schedule and meet agreed deadlines ● Knowledge and understanding of OHS legislation and requirements ● Ability and willingness to support the Catholic/Ignatian ethos and identity of the College. ● Excellent management and organizational skills ● Ability to respond to concerns promptly and professionally ● Ability to safely meet the physical demands of the role ● Ability to demonstrate confidentiality, loyalty and professionalism. <p>Desirable, but not essential</p> <ul style="list-style-type: none"> ● Experience working in an educational environment – desirable but not essential <p>Personal Characteristics</p> <ul style="list-style-type: none"> ● Personal pride in work quality ● Attention to detail ● Ability to remain calm under pressure ● Team player
Professional Development	<ul style="list-style-type: none"> ● Commit to ongoing professional development in relation to your role to maintain current best practice ● Be open to researching areas of interest relevant to directions provided in the school's strategic plan ● Continue development of ICT skills as technologies evolve

	<ul style="list-style-type: none"> ● Be an active member of a relevant professional association as duties permit ● Participate annually in Ignatian professional development ● Maintain currency of first aid, mandatory reporting and anaphylaxis training ● Uphold the professional standards expected of this role
Child Safety and Pastoral Care	<ul style="list-style-type: none"> ● Be familiar with and comply with the school's child-safe policy and code of conduct, and any other policies or procedures relating to child safety ● Assist in the provision of a child-safe environment for students ● Maintain currency of Child Safe training ● Demonstrate a duty of care to students in relation to their physical and mental wellbeing ● Be active participants in the College's pastoral care system ● Proactively monitor and support student wellbeing ● Exercise pastoral care in a manner which reflects Ignatian values ● Implement strategies which promote a healthy and positive learning environment
General, Administrative and School Community Duties	<ul style="list-style-type: none"> ● Attend all relevant school meetings, including staff meetings when the notification to staff specifically indicates that support staff are required to attend ● Attend whole-school assemblies and liturgies, Open Day, Mosaic Evening and other events as required by the Principal ● Attend staff liturgical events and staff faith days ● Use Information and Communications Technologies to enhance administration ● Follow the College's financial procedures
Co-Curricular Involvement	<ul style="list-style-type: none"> ● Support and, where possible, be involved in the co-curricular program ● Where appropriate, nominate participating students for awards or school colours ● Create and maintain a safe environment in which students may enjoy their participation ● Consider participation in social justice activities/retreats/spiritual programs.

This Position Description is a guide only and is not intended to be an exhaustive or exclusive list of the duties attached to this position. The Position Description is subject to review and modification by the Principal, in response to the strategic direction of the College and the development of the skills and knowledge of the position, including the changing needs and in consultation with the incumbent.

Remuneration

As per the Victorian Catholic Education Multi Enterprise Agreement 2018 or as changed from time to time
Remuneration and hours will be as agreed according to your contract of employment

Other requirements

Employees must have and maintain

- Valid Working with Children Check
- Valid National Police Record Check every 5 years
- Electrical Testing certification (will help acquire if required)
- Level 2 First Aid
- Complete the College online training in Child Protection, Duty of care and Mandatory Reporting