



ST MARY MACKILLOP COLLEGE

Swan Hill

ROLE DESCRIPTION

<u>JOB TITLE:</u>	Technology and Maintenance Assistant
<u>REPORT TO:</u>	The Principal through the Business Manager
<u>RESPONSIBLE FOR:</u>	Assisting the Technology (Wood/Metal) teacher with preparing for classes, cleaning up after classes and assisting with the teaching the VET Building and Construction modules. Driving school buses and general maintenance as directed by the Facilities Manager.
<u>CLASSIFICATION:</u>	Category B, Level 2-1
<u>TIME ALLOCATION:</u>	Full Time (38 hours), Monday – Thursday 8:00am – 4:30pm, 8:00 am – 4:00pm Friday, (45-minute lunch break)

Technology Duties

- Assist the Wood/Metal Technology Teacher as required.
- Assist with the instruction of skills in VET Building and Construction classes.
- Order, collect and prepare materials for Woodwork, Metalwork and VET Building and Construction classes.
- Maintain power and hand tools and sharpen tools.
- Regularly complete tool and machinery maintenance schedules and audits, ensuring all cutting tools are kept sharp.
- Clean machine room and classrooms.
- Clean and maintain metal and woodworking work benches.
- Attend relevant meetings.

Bus Driving Duties

- At the direction of the Facilities Manager, drive classes to and from venues off site within the town limits, and excursions out of town.
- Ensure the cleanliness of the bus after each trip.
- Report any maintenance concerns to the Facilities Manager.
- Complete daily travel logs and relevant bus forms as required by Transport Safety Victoria.

General Maintenance Duties

- At the direction of the Facilities Manager, tend to ticketed maintenance tasks.
 - These tasks may be, but not limited to:
 - Mowing/edging lawns
 - Weeding and weed control.
 - Cleaning of pathways and hard surfaces.
 - Emptying bins
 - Repairs and maintenance of college facilities at both campuses.

Other

- Provide assistance to support other team members.
- Assist with the set up and pack down of events.
- Carry out other tasks deemed to be within the incumbent's skill, competence and training.
- Ensure that all online and face to face training is completed and attend all relevant college professional development days and meetings as requested.

As a team and individually, ensure the delivery of excellent customer service to our parents, students, staff, contractors, and the general public.

Responsibilities

1. Comply with the school's child safe policy and code of conduct.
2. Behave in an ethical manner.
3. Keep school matters confidential, including those relating to students.
4. Be committed to the school's aims and objectives.
5. Act as a team member.
6. Maintain a Working With Children Card.

Other Duties:

To undertake other duties as designated by the Principal or Business Manager.

Acquire and Maintain

- Minimum Level 2 First Aid Qualifications
- Minimum Light Rigid Vehicle Bus Licence
- Construction Induction certificate
- Carpentry and/or Building Qualifications

Highly Desirable

- Experience with wood and metal tools and machinery.

Commitment to Child Safety

- A demonstrated understanding of child safety
- A demonstrated understanding of appropriate behaviours when engaging with children.
- Familiarity with legal obligations relating to child safety.
- Be a suitable person to engage on child-connected work.
- Complete the mandatory DET Child Protection modules annually.
- Must hold or be willing to acquire a National Police Record Check.

Health and Safety:

All staff are expected to:

1. Adhere to, and implement, safe work practices and procedures in accordance with the St Mary MacKillop College policies.
2. Work safely and report any hazards in accordance with school procedures.
3. Monitor and take full care of the health and safety of others.
4. Participate when required in the resolution of safety issues.