



SACRED HEART COLLEGE – CHAMPAGNAT CAMPUS

TECHNICAL SUPPORT OFFICER

Position Information Document

CONTEXT

Sacred Heart College is a Catholic College in the Marist tradition. “A Marist school is a centre of learning, of life, and of evangelizing. As a school it leads its students and staff to learn to know, to be competent, to live together and most especially to grow as persons” (Institute of Marist Brothers of the Schools, 1998, p.49).

The Technical Support Officer provides assistance and support to the staff and students of the Technology Learning Area. The Technical Support Officer ensures the staff and students of Design and Technology subjects are supported, resourced, and assisted as needed. They provide in-class assistance during practical lessons, order resources, prepare for practical lessons, clean and maintain areas and classrooms, maintain tools and equipment, and ensure the safety and organisation of classrooms and storage areas.

ESSENTIAL QUALIFICATIONS, SKILLS AND EXPERIENCE

- Hold or have the capacity to obtain appropriate Police/Child Protection clearances
- Ability to provide polite and efficient internal and external laundry services
- Trade qualification/s or equivalent (electrical, cabinet making, fitter or boiler maker)
- Knowledge of workshop practices and skills in service, repair and maintenance
- Excellent time management skills and the ability to work with students in defined time frames
- Ability to design, construct and manage small projects
- Ability to utilise IT software and programs

DESIRABLE QUALIFICATIONS, SKILLS AND EXPERIENCE

- Experience working in a school or college environment

PERSONAL ATTRIBUTES

- Understanding and support of the Catholic and Marist tradition, culture and ethos
- Friendly, positive and supportive of others
- A commitment to maintaining confidentiality of personal records and information
- A willingness to support progress/change

KEY AREAS OF WORK

- Assist teaching staff in the preparation of material for technical study classes
- Prepare materials for students as appropriate
- Provide classroom support for students and staff with regard to completion of student projects as required
- Maintain technical study equipment ensuring all machinery meets WHS/Duty of Care requirements
- Order materials as directed by teaching staff
- Perform stock-take of technical study materials
- General workshop maintenance/daily/weekly/monthly and annually as necessary
- Maintain an effective schedule of works including WHS compliance
- Maintain all WHS registers for machine maintenance in the Technology Centre
- Service and maintain all machinery in the Design & Technology Centre in accordance with manufacturer's instructions and WHS requirements
- Service and maintain hand tools
- Order materials and conduct regular stock-takes
- Sort and store incoming goods
- Maintain effective stock control
- Complete jobs as allocated for repair via Maintenance Request System and/or as directed

General

- Perform any other duties in line with your current classification as required from time to time at the discretion of the Principal

WORKPLACE HEALTH & SAFETY

Workers (as defined under the SA WH&S Act 2012) have a responsibility to take reasonable care for their own health and safety

- take reasonable care to not adversely affect another person at work through acts or omissions
- follow reasonable instructions given to ensure health and safety, and
- co-operate with reasonable policies and procedures made available to staff, which are designed to protect people at work

In practical terms this means to:

- use appropriate equipment and safe work procedures designed to ensure health and safety
- participate in training programmes as requested
- report unsafe/unhealthy conditions (hazards) in their work environment
- report incidents or near misses which have or could have caused injury, and
- become familiar with and follow the policies, procedures and information about WHS available to staff on Complispace

BEHAVIOURAL EXPECTATIONS AND FAIR TREATMENT IN THE WORKPLACE

- Comply with the Code of Conduct for Staff Employed in Catholic Education SA
- Comply with legislation, policies, procedures and protocols regarding the non-acceptance of any unfair workplace treatment – Discrimination, Harassment and/or Bullying
- Report any concerns and/or ask questions or seek assistance regarding anything you are unsure about

PERFORMANCE REVIEW

- All employees are required to proactively participate in the College's Performance Development Program including periodic review.

ACQUIRE AND MAINTAIN

- Police clearance to work in Catholic Education SA
- Approved Mandatory Notification training
- BELS First Aid Certificate
- Relevant certifications or registrations required for the safe and effective execution of the role
- Be aware of and comply with police check and screening procedures for employees, volunteers and contractors

TERMS AND CONDITIONS

Employer:	Sacred Heart College
Award:	SA Catholic Schools Enterprise Agreement 2017
Stream:	Services (Maintenance)
Classification:	Grade: 3 Year: <i>TBC</i>
Type of Appointment:	Permanent Part-time
Hours of Work:	22.5 hours per week, 40 weeks per year Flexibility may be required. Hours of work to be undertaken as per negotiation and agreement with the Operations Manager, based on the needs of the College. Reasonable overtime may be required. Overtime must be approved, prior to the work being undertaken, by management. Only authorised overtime will be paid.
PRIME LOCATION:	Champagnat Campus, Mitchell Park, but with flexibility to work at any College site as required

REPORTING/WORKING RELATIONSHIP (to whom you report, staff for whom you are responsible and other significant connections and working relationships within the school)

Line management from:	Operations Manager
Immediately responsible to:	Head of Learning Area – Technology

The College Principal is responsible for general employment conditions.

REFERENCES:

Institute of Marist Brothers (1998). *In the Footsteps of Marcellin Champagnat: a vision for Marist education today*. Institute of the Marist Brothers of the Schools; Sydney, Australia.