



Job Description Form

Design and Technology Assistant

Hammond Park Secondary School

Position number	00047829
Agreement	Department of Education (School Support Officers) CSA Agreement 2024 or as replaced
Classification	Level 2
Reports to	Manager Corporate Services (Level 6)
Direct reports	Nil

Context

Information about Hammond Park Secondary School is available on [Schools Online](#).

Visit education.wa.edu.au to find out more information about the Department of Education.

Key responsibilities

- Prepare the classroom and workshops to enable the teacher to instruct students effectively.
- Prepare specialised equipment and materials and provide operational advice for design and technology workshops, classes and demonstrations.
- Design and construct teaching aids and tool boards to meet standards that support teaching and curriculum requirements.
- Maintain, evaluate and assess technical equipment, carry out repairs and maintenance on design and technology equipment and arrange off-site repairs.
- Assist in the management and control of stock, including:
 - liaising with suppliers to obtain quotes
 - ordering supplies and equipment to maintain adequate supply levels
 - rotate stock and coordinate stock-take activities.
- Provide advice on and practice safe use, storage and disposal of equipment, chemicals and wastes in accordance with occupational health and safety requirements.
- Maintain appropriate documentation for all equipment, machinery and materials in accordance with operation and occupational safety and health requirements.
- Assist with monitoring of expenditure.
- Assist the teacher with queries related to the Design and Technology workshops.

Selection criteria

1. Demonstrated knowledge, skills and experience in the operation of technical/industrial equipment within a design and technology workshop/class or similar environment.
2. Demonstrated knowledge and understanding of the *Work Health and Safety Act 2020* and its coverage in industrial environments.
3. Demonstrated knowledge of Design and Technology subjects relevant to secondary schools.
4. Demonstrated good written, verbal and interpersonal communication skills, including the ability to deal effectively with individuals at all levels.
5. Demonstrated organisational and time management skills and ability to work independently.

Eligibility and training requirements

Employees will be required to:

- hold a Certificate III in Work Health and Safety or equivalent qualification or experience
- consent to a Nationally Coordinated Criminal History Check and obtain a current Screening Clearance Number issued by the Department of Education's Screening Unit prior to commencement of employment
- obtain or hold a current Working with Children Check
- complete the Department's induction program within 3 months of commencement
- complete any training specific to this role required by Departmental policy
- complete the Department's training in Accountable and Ethical Decision-Making within 6 months of appointment and every 3 years thereafter
- complete the Department's Aboriginal and Torres Strait Islander cultural awareness online course within 3 months of commencement.

Certification

The details contained in this document are an accurate statement of the responsibilities and other requirements of the position.

ENDORSED

Date 8 December 2025
Reference D25/1217408