

RAMS Generated (top of page):

Agency Name	Department of Education
Division	Independent Public School – Pilbara Education Region
Branch	Newman Senior High School
Position Title	Design and Technology Assistant
Position Number	00039559
Classification & Award	Level 2, \$57,189 - \$61,931 per annum (DOE (SSO) GA 2017)
School Logo (URL)	https://www.det.wa.edu.au/schoolsonline/display_image?schoolID=4114&type=SCH_LOGO

Manually Generated (body of advertisement):



Advertised Vacancy Number: IPS/SS608950

This is a permanent part-time (0.5FTE) position commencing Term 1, 2020

Newman Senior High School (SHS) is seeking a dedicated individual to join their team in the role of Design and Technology Assistant.

Suitable applicants will assist with stock control, maintenance of tools and equipment, maintain and update all equipment safety information sheets and instruction sheets. This role involves working with small groups of students on curriculum projects when necessary.

Newman SHS is the Iron Heart of Education in the mining town of Newman in the Pilbara. We pride ourselves on strong academic achievement, pastoral care and partnerships with the community. Through our strong pastoral care program, the school embraces the cultural diversity of students and teachers and promotes cultural acceptance. We strive for every student to be successful.

This selection process will initially be used to fill the above vacancy. Applicants assessed as suitable during this selection process may be considered for other similar vacancies that occur throughout our school for up to 12 months following this initial appointment. This includes circumstances where this position becomes subsequently vacant should the successful applicant decline or vacate the advertised position

To be suitable for this role, you will need to demonstrate the following work related requirements:

- Knowledge, skills and experience in operating technical/industrial equipment within a design and technology workshop/class or similar environment.
- Knowledge and understanding of the Western Australian Occupational Safety and Health Act 1984 and its coverage in industrial environments.
- Knowledge of Design and Technology subjects relevant to secondary schools.
- Good written, verbal and interpersonal communication skills, including the ability to deal effectively with individuals at all levels.
- Organisational and time management skills and ability to work independently.

Applications will be assessed against these work related requirements of the position. The business needs of the school may also be considered. It is therefore recommended that you consider all information contained in the advertisement and any other related information before applying for the vacancy.

The Department is an equal opportunity employer and encourages people with disability, Aboriginal and Torres Strait Islander people and persons from culturally diverse backgrounds to apply.

Further information about Newman Senior High School can be found by visiting www.newmanps.wa.edu.au or [Schools Online](#)

Additional information about Independent Public Schools is also available [here](#).

For further job related information:

Please contact Joanne McGowan, Manager Corporate Services, by telephoning (08) 9175 8100 or emailing Joanne.McGowan@education.wa.edu.au

Application Instructions

All applications are submitted online. Select "Apply for Job", at either the top or bottom of this screen and follow the instructions on your screen.

Your application should include: **[red highlighted areas are optional]**

- A **[number of pages]** page statement addressing the Work Related Requirements, in context of the role and business needs of the school
- A CV of up to **[number of pages]** pages outlining your employment history and professional learning summary relevant to this position
- The contact details for **two (2)** work related referees (one being your current line manager)

It is recommended you have these documents completed and ready to attach before selecting "Apply for Job".

You are asked to complete an online application form and attach your documentation, please allow enough time to complete this process as applications cannot be accepted after the closing date and time.

After you have submitted your application online, you will receive an email confirming lodgement. If you do not receive a confirmation email, please telephone (08) 9264 4127.

If you are having difficulty submitting your online application, please telephone (08) 9264 8666 for assistance.

ELIGIBILITY

Employees will be required to:

- Provide evidence of eligibility to work in Australia for the term of the vacancy
- obtain a current Department of Education Criminal Record Clearance prior to commencement of employment; and
- obtain or hold a current Working with Children Check.

TRAINING

Employees will be required to:

- complete the Department's induction program within three months of commencement;
- complete any training specific to this role required by Departmental policy; and
- complete the Department's training in Accountable and Ethical Decision-Making within six months of appointment.

The Department applies a four (4) day breach period to this selection process.

Applications must be submitted before 4.30pm (WST) on **Day, DD MMMM YYYY**

APPLICATIONS MUST BE SUBMITTED ONLINE

PROFORMA, FAXED, HAND DELIVERED, POSTED, EMAILED AND LATE APPLICATIONS ARE NOT ACCEPTED.