

Technical Support Officer (Arts) Gilmore College

Position number	00040932
Agreement	Department of Education (School Support Officers) CSA Agreement 2019 or as replaced
Classification	Level 2.
Reports to	Program Coordinator (School Administrator Level 3)
Direct reports	Nil

Context

Gilmore College is an Independent public school which opened in 2008 continuing 52 previous years of secondary education provided by Kwinana Senior High School. The school continues the education of students from within the City of Kwinana area primary schools.

Students thrive in an inclusive environment consisting of Indigenous Australian, European, African, Sub-Continental, Middle Eastern, Asian and Pacific Island Nations' people. Our moral purpose to meet the unique learning potential of all of our students through positive relationships drives interactions between all of our school community members. Our positive behaviour school acronym is S.O.A.R. which stands for Supportive, Organised, Aspirational and Resilient and creates a tone for our welcoming environment.

We provide a comprehensive curriculum with pathways to university, further study, training and employment. The school is committed to continual improvement through its participation in the Fogarty Foundation's EdVance School Improvement Program.

Further information about Gilmore College 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, studio/theatre and workshop to enable the teacher to instruct students effectively.
- Prepare specialised equipment and materials and provide operational advice for Arts workshops/classes/productions and other college events.
- Design and construct teaching aids to meet curriculum standards that support teaching and curriculum requirements.
- Maintain, evaluate and assess technical equipment/resources, carry out repairs and maintenance on arts equipment/resources and arrange off-site and on-site repairs.

- Maintain appropriate documentation for all equipment, machinery and materials in accordance with occupational safety and health requirements.
- Provide advice on correct and safe use, storage and disposal of equipment, any related chemicals and waste, in accordance with occupational safety and health requirements.
- Work with set budgets, monitor expenditure and provide advice as required.
- Assist with the ordering of supplies and equipment. Liaise with suitable suppliers to negotiate prices, obtain quotes and ensure adequate supplies are maintained.
- Assist with stock management tasks including the coordination of stocktake activities and resource registers.
- Work collaboratively as part of a production team, to assist in the operation of college and community events including assemblies, performances, exhibitions, screenings and promotional events.

Selection criteria

1. Demonstrated knowledge, skills and experience in the operation of technical/industrial equipment within an Arts workshop/class or similar environment.
2. Demonstrated knowledge and understanding of the Western Australian Occupational Safety and Health Act 1984 and its coverage in industrial environments.
3. Demonstrated good communication (both oral and written) and interpersonal skills, including the ability to deal effectively with individuals at all levels.
4. Demonstrated effective time management, planning and organisational skills.

Eligibility and training requirements

Employees will be required to:

- obtain a current Department of Education Criminal Record Clearance prior to commencement of employment
- obtain or hold a current Working with Children Check
- complete the Department's induction program within three 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 six months of appointment.

Certification

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

ENDORSED

Date 5 November 2020
Reference D22/0207181