

Design and Technology Assistant

Duncraig Senior High School

Position number	00040163
Agreement	Department of Education (School Support Officers) CSA General Agreement 2017 or as replaced
Classification	Level 2.
Reports to	Head of Department Technology and Enterprise (School Administrator Level 3)
Direct reports	Nil

Context

Information about Duncraig Senior High School is available on [Schools Online](#) or <http://www.duncraigshs.wa.edu.au/>.

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

Key responsibilities

- Prepare the classroom, laboratory and workshop 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 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 with the ordering of supplies and equipment, liaise with suppliers, negotiate prices and obtain quotes and ensure adequate supplies are maintained.
- Assist with stock management tasks, including the coordination of stock-take activities.
- Provide advice on safe use, storage and disposal of equipment, any related chemicals and wastes in accordance with occupational health and safety requirements.
- Maintain appropriate documentation for all equipment, machinery and materials in accordance with occupational safety and health requirements.
- Monitor expenditure and provide advice as required.
- Assist with the selection of new and relieving Design and Technology Assistants.

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 Western Australian Occupational Safety and Health Act 1984 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:

- obtain a current Department of Education Criminal Record Clearance prior to commencement of employment
- obtain or hold a current Working with Children Check
- hold a Certificate III in Occupational Health and Safety or equivalent qualification or experience
- 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 23 December 2019
Reference D19/0591692