



## Duty Statement

<b>Position title:</b>	Technologies Assistant – Design & Technology
<b>Effective date:</b>	January 2026
<b>Position status:</b>	Part time (0.85FTE)
<b>Days of work:</b>	Five days per week
<b>Hours of work:</b>	8.30am – 4:00pm (37.5 hours per week)
<b>Weeks worked:</b>	40 weeks per annum
<b>Award:</b>	Educational Services (Schools) General Staff Award 2020
<b>Agreement:</b>	Lake Joondalup Baptist College Inc. Operational School Staff Agreement
<b>Reports to:</b>	Head of Technologies/Head of Business and Operations

### About the Position:

The primary responsibility of the Technologies Assistant is to maintain the Design and Technology, Engineering and STEM workshop areas and storage rooms; including all machinery, tools, equipment and materials being maintained and stored in line with all safety and best practice guidelines. This includes undertaking various tasks to assist teachers in preparing the rooms, equipment and materials needed for Technologies classes. In addition, the Technologies Assistant will assist the Executive Infrastructure and Operations Manager with implementation of the Colleges' Work Health and Safety policies and processes.

### Duties and Responsibilities:

Under the direction of the Head of Technologies:

#### 1. Safety Implementation duties

- Ensure all machinery and working environments are safe and ready to use.
- Comply with Testing and Tagging regulations of all electronic equipment and keeping an up-to-date file on all electronic equipment.
- Ensure all protective equipment is available and safe to use.
- Ensure all materials and tools are stored in line with best practice safety guidelines
- Carry out regular WHS checks of D&T, Engineering and STEM workshop areas
- Regularly check compliance with all safety standards.

#### 2. Class Preparation and setup where required

- Assist in the setup of class materials and equipment
- Assist with the set-up of jigs and classroom fixtures in consultation with the teachers of Design & Technology, iSTEM, Engineering Studies and/or Head of Technologies.
- Assist teachers with machining, machine maintenance and other as requested.
- Assist with the cleaning and organisation of the iSTEM and Design & Technology classrooms/workshop.

### **3. Ongoing Maintenance duties**

- Work in consultation with the teachers of Design & Technology, iSTEM, Engineering Studies and/or Head of Technologies to manage and maintain classroom, machine room and storage areas in a safe and tidy manner.
- Maintain machines and tools to ensure they are kept in good and safe working order.
- Make repairs or arrange to have an authorized contractor to make repairs to machines, tools or other equipment when required.
- Maintain the inventory for tools and materials.
- Prepare purchase orders as required with the ordering of supplies and equipment, receive and store materials. Maintain and update an electronic job sheet of all identified and requested tasks (aka ticketing system)

### **4. Work Health and Safety**

Under the direction of the Head of Business and Operations and the Projects and WH&S Manager:

- Be the College's Workplace Health and Safety (WHS) Representative.
- Be the Secretary to WHS Committee – Coordinate WHS Committee meetings, prepare agendas, minutes and report activities, issues and outcomes through to staff when required.
- Deliver regular safety reports, audit and inspection findings, including the reporting of hazards, incidents, near misses and non-conformances to support executive decision making and enable actions for continuous improvement.
- Liaise with the appropriate people to take corrective actions appropriate to the situations with reference to assessed risks.
- Ensure that relevant WHS registers and records are maintained.
- Assist in providing appropriate WHS training for volunteers, employees and contractors working in the College in line with the needs of the College and License requirements as required.
- Ensure that all contractors are appropriately licensed and insured for the work that they are undertaking including compliance to WHS/Work safe policies and procedures and Working with Children Checks as needed.
- Ensure that all employees, contractors, volunteers, invitees and students receive appropriate information/training to use designated places, materials and equipment safely.
- Ensure the provision of adequate resources to enable implementation of WHS systems and actions when budgets are prepared.
- Complete other duties, consistent with the duties and responsibilities of the role as directed by the Projects and WH&S Manager.

### **5. Other duties**

- Other duties as requested by the Head of Technologies/ Head of Business and Operations
- Assist with the setup of displays for special events such as parent nights, College open evenings.

### **Professional Review:**

The Duty Statement description as outlined above is intended as a framework for the position and is not a comprehensive listing of all responsibilities, tasks and outcomes.

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### **Qualifications / Requirements**

- Qualification in Work Health and Safety (is desirable but not essential). Recommended to work towards achieving a relevant Certificate III or IV in WHS or equivalent.
- Qualification in Testing & Tagging or electrical equipment (is desirable but not essential).
- Working with Children Check (mandatory) or proof of application prior to commencement.
- Nationally Coordinated Criminal History Check through Department of Education Western Australia less than six months old (mandatory) or proof of application prior to commencement.
- Right to work in Australia.

**Qualities and Skills**

- Highly level of attention to detail.
- Friendly disposition.
- Good communication skills.
- An ability to work under pressure and meet deadlines.
- Previous work experience in a related field with a good working knowledge of machines and general maintenance of machines and equipment (desirable).
- An ability to work under pressure and meet deadlines.
- A practicing Christian.

**Essential Selection Criteria**

1. A committed Christian and an active member of a church.
2. A practical ability to solve problems.
3. Excellent organisational and time management skills.
4. Ability to work effectively in a small team environment.
5. Good written verbal and interpersonal communication skills, including the ability to deal effectively with individuals at all levels.
6. Intermediate computer and technology application skills.

**Commencement date**

Term 1, 2026

Paul Sonneman-Smith  
College Principal

November 2025