



MaristCollege
Canberra

Technology & Applied Studies – Teacher Assistant

Role Description

The TAS Assistant provides technical aid to the TAS teaching staff and administrative support to the department as required and directed on a day to day basis by the Head of Department – Technology & Applied Studies.

DUTIES

- Collate teacher's orders;
- Order resistant materials or equipment by phone, email, online or fax;
- Maintain expenditure records- hard copy and on the computer;
- Shop and/or collect resistant material, technology items and equipment required for the department;
- Maintain workshop environments, tools, machinery and chemicals according to the Australian Workplace Health and Safety Standards;
- Maintain clean work premises. i.e. organise store rooms, material racks and general workshop tidy up;
- Routine and preventative maintenance of machinery, tools, equipment and power tools;
- Refill workshop consumables .i.e. glue, screws, nails
- Assist in stock take when required;
- Assist with the Technology & Applied Studies events as required i.e. TAS Exhibition and setting up exhibits;
- Complete administrative tasks as directed by the Head of Department. This may include maintaining MSDS, confirming orders;
- Attend department staff meetings.
- Assist teachers during practical workshops by
 1. helping with the distribution of resistant material and consumables;
 2. setting up equipment for teacher demonstrations;
 3. assist in material preparation;
 4. assist teachers as needed during practical lessons.
- Other duties as requested by the Head of Department – TAS, or by the Headmaster or his/her delegate.

SELECTION CRITERIA

Applicants should demonstrate the following skills:

- Commitment to the mission of Catholic education of boys in the Marist tradition,
- A working knowledge of TAS equipment, materials and chemicals as well as WH&S practices,
- Ability to order and maintain stock,
- Ability to service and maintain machines, equipment and tools,
- Strong knowledge of WH&S in relation to workshop environments
- Good organizational and computer skills
- Strong communication skills

This position would suit a retiree, ex-TAS teacher, tradesperson or person with knowledge of mixed materials ordering.

RENUMERATION

The position is classified under the Support Staff (Daramalan College, Marist College Canberra, and St Edmund's College, Canberra) Multi-Enterprise Agreement 2015-2019 (the Agreement), as amended or replaced. An annual salary commensurate with the skills and qualifications of the successful candidate will be as per the Enterprise Agreement.

TERM

This is a temporary position for Semester 2 – 22 July to 12 December 2019. Hours of work are generally 8:00am – 4:00 pm each week day.

APPLICATION SUBMISSION

For information about the duties and nature of the position, or progress of the selection process, enquiries should be directed to Acting Assistant Head of School – Staff, Mr John O'Kane at hr@mcc.act.edu.au or by phoning the staff office on 62987262.

The closing date for applications is **5:00pm Friday 17 May 2019**.

The College is not required to accept applications that are received after the closing date and time, and reserves the right to appoint by invitation, or to make no appointment at all. Shortlisted candidates will be contacted by telephone to arrange an interview.

Applications should contain:

- A cover letter (2 pages maximum) addressing the selection criteria
- Completed College Application Form – Support Staff
- Updated resume

Applications can be received by:

- Post - PO Box 727 Mawson, ACT 2607
- Email – hr@mcc.act.edu.au
- Delivered directly to the main College reception