

Position Description

Design and Technology Aide

OVERALL PURPOSE OF THE POSITION

Provide comprehensive support across all areas of the Design and Technology Department, assisting both staff and students with the care, preparation, and maintenance of resources, aiding in the development of environments equipped with essential technical resources, and overseeing the research and purchase of materials for the department.

PRIMARY DUTIES & RESPONSIBILITIES

- Liaise with the Head of Department to support effective learning environments across all subject areas.
- Maintain a register of equipment and tools and complete a yearly stocktake.
- Supervise and assist staff in ensuring safe and compliant use of machinery and equipment by students.
- Maintain and organise hand tools, machine tools, and equipment in workshops.
- Train new staff and students on safe use of metal and timber machinery.
- Organise storage areas in collaboration with staff for optimal resource management.
- Provide WHS support to staff, ensuring a safe working environment.
- Communicate clearly with staff and students.
- Manage department budgets, including ordering of consumables and equipment.
- Safely store and issue chemicals and equipment.
- Perform minor repairs and organise maintenance and major repairs when required.
- Handle administrative tasks to ensure smooth department operations.
- Proactively fulfill all role responsibilities.

SKILLS AND KNOWLEDGE ESSENTIAL TO THE JOB

- Strong organisational and time management skills
- Excellent interpersonal skills and ability to relate to students and staff
- Computer skills and literacy, with a working knowledge of computer programs including Word, Excel and Outlook

ESSENTIAL PERSONAL ATTRIBUTES

- Demonstrates a passion and commitment to the vision and values of Barker College
- Presents a professional and positive demeanour and is a solution orientated person
- Displays empathy, enthusiasm, commitment and is highly motivated to contribute
- Possesses a strong work ethic and an ability to be proactive
- Exercises ownership and concern for quality of own work reflected in accuracy and attention to detail

- Operates effectively in a collaborative team environment; establishes a rapport and builds strong relationships
- Is flexible and has an ability to adapt and operate effectively in an engaging and evolving environment
- Shows a strong commitment to deliver exceptional service

ACCOUNTABILITY

Child Safety

Barker College has an abiding commitment to the safety, protection and well-being of all children and young people in our care. All staff members will be held accountable for ensuring adherence to the policies of the School, in particular those relating to the safeguarding of children.

General

Breaches to a staff member's responsibilities and/or authority will be managed through the School's Disciplinary Management Procedures. This defined accountability is underpinned by Barker College's Code of Conduct and the Complaints Procedures.

Work Health and Safety

All staff members will be held accountable for their actions and omissions where it affects their own or another person's workplace safety.

QUALIFICATIONS

- Suitable qualifications and/or experience in a similar role
- Current first aid certificate
- Current NSW Driver's Licence
- Working with Children Check

SPECIAL CONDITIONS

- Prepared to undertake any additional training to complement the position
- Flexible working hours

ORGANISATION CHART RELATIVE TO POSITION

The Manager's Manager:	Director of Curriculum Strategy
The Immediate Manager:	The Head of Design & Technology
This position:	Design and Technology Aide

APPROVAL

This position description accurately details the primary duties and responsibilities of the **Design and Technology Aide**.

Approved by Acting Head of Design and Technology in May 2025.

ACCEPTANCE OF POSITION DESCRIPTION

Position description accepted by:

Name of Staff Member:

Signature of Staff Member:

Date:
