POSITION DESCRIPTION

Workshop Technician – Warragul Secondary School

Position Title: Workshop Technician
Responsible to: Head of Secondary School
Reports to: Head of Visual Arts Faculty
Campus: Warragul

Information for Applicants

St Paul's Anglican Grammar School is a multi-campus Independent School with campuses located in Warragul, Traralgon and Drouin in West Gippsland.

The Warragul Campus is approximately 100kms from Melbourne, Drouin Campus 90kms and the Traralgon Campus 175kms.

The school has approximately 2100 students and 400 staff across all locations.

St Paul's has an Enterprise Bargaining Agreement which includes conditions of employment for teaching and non-teaching staff.

Detailed information about St Paul's can be found on other parts of our website.

Role Summary

The School is seeking to employ a part-time person as a Workshop Technician. This person will be a member of the Visual Arts Faculty. As a member of the School staff the Workshop Technician is committed to the Aims and Philosophy of the School. While responsible to the Head of Secondary School, on a day-to-day basis the Workshop Technician reports directly to the Head of the Visual Arts Faculty but will keep Product Design Technology teachers informed about matters within the roles and responsibilities of the position.

The Workshop Technician is responsible for servicing and maintaining tools and materials within the Design and Technology area.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- Maintains and services hand tools in the technology area (planes, chisels, etc.).
- Maintain chemical registers and Safety Data Sheets.
- Maintain stock levels and inventory.
- Dispose of workshop waste and hazardous materials safely.
- Assist with machine risk assessments and maintenance records.
- Set up materials and equipment for practical classes.
- Assists in the provision of a safe working environment for school age children.
- Assists with the School's compliance with the Work Place Health and Safety policy, in particular, and other School policies as required.
- Liaises with the maintenance department.
- Assists with the ordering and collection of materials and equipment.
- Assists in the maintenance of an orderly and functioning workshop.
- Such other duties as may be required from time to time.

The School reserves the right to alter roles and responsibilities to suit the leadership and management requirements at that point in time.

Skills and Attributes Required for the Position
This role requires competence in the preparation of timber, using the bench saw and docking saw, grinding skills, general metalworking skills such as hot joining, welding and brazing, and knowledge of Occupational Health and Safety and general workshop procedures. The incumbent must also be familiar with the use and maintenance of hand power tools including drills, biscuit cutters and routers, etc.

The incumbent must be qualified to operate wood and metal cutting machinery, as well as welding.

Position Reports To
The Principal through the Business Manager. On a day-to-day basis the person reports to the Head of the Visual Arts Faculty.

Hours of Work
This is an FTE 0.6 part-time position with times to be negotiated upon appointment.

Hours worked will be between 8:30 am to 5:00 pm.

Salary and Conditions
Salary will be outlined in the letter of appointment.

Applications

Electronic lodgement of applications is preferred.

Applications should include a cover letter, resume, the details of two referees and be addressed to:

Mr Joe Sheppard
Head of People and Culture
hr@stpaulsags.vic.edu.au

For a confidential discussion regarding a position please contact Joe on (03) 5623 5833. Thank you for your interest in employment at St Paul's Anglican Grammar School.