

Job Description

Title:	Design & Technology (DT) Technician
Reports to:	Head of Technology & Enterprise Department
Working Relationships	Internal: <ul style="list-style-type: none"> • Teachers • IT Department • Maintenance Department External <ul style="list-style-type: none"> • Tradesmen
Current FTE:	0.4
Work days/hours:	6.5hrs/day 8:15am to 3:15 pm with half hour unpaid lunch break Work days to be agreed upon
Job Summary	
To work as an integral team member of the Technology and Enterprise Department. The DT Technician will provide technical support to the relevant departments, by the preparation of tools, equipment and materials for lessons, and providing safe areas for students and teaching staff.	
Qualifications / Work Experience	
<ul style="list-style-type: none"> • Proficient in and around workshop environments • Experience and competence using various woodwork machinery, tools, equipment, spray equipment as well as general knowledge of maintaining hand tools and machinery. • Knowledge of Health & Safety regulations/procedures • .A current Working with Children Check • A current and valid manual driver's license 	
Personal Specifications / Essential Skills	
<ul style="list-style-type: none"> • Willingness to uphold and live the Mission, Vision and Christian values of Mandurah Baptist College. • General fitness is required as the position also includes lifting, stacking, loading vehicle(s), selecting materials and transporting safely to drop off and pick up items as required • Proficiency with using various software programs namely; Excel, Outlook, Microsoft Word, Powerpoint, Onedrive • Effective communication skills to be able to develop open and constructive relationships with a wide range of young people and staff • An ability to work with and relate to adolescents / young adults effectively • Organized and efficient 	
Key Result Areas	
<ul style="list-style-type: none"> • Technical Support • Maintaining Work area • Health and Safety Compliance • Support for School 	
Key Tasks & Responsibilities	
<ul style="list-style-type: none"> • The role works under the direction of the Head of Technology & Enterprise Department. The list below is an outline for the duties to be carried out for a suitable Workshop Technician. This role requires the below to be addressed but not limited to. There may times where other duties are asked for this role which may require overtime to be carried out. <ul style="list-style-type: none"> • Ordering, materials pick-up, workshop set up/pack down, set-up of equipment, storeroom set-up, machine setup and general sorting. • Processing invoices, recording DT expenditure within spreadsheet(s) • Manage daily OSH requirements. 	

- Maintain/organise the maintenance of, hand and power tools, workshop tools & equipment, as well as work benches and furniture.
- Set up for classes that are unable to be taught in an appropriate room.
- Organise, collate, place, send and pick up orders where required.
- Maintain MSDSs, inventory lists and maintenance programs.
- Labelling, engraving tools and equipment.
- Building and maintaining shelves, storage areas, tool racks regularly.
- Organise the replacement of broken / missing tools.
- Liaise with IT (ensuring the Design and Technology IT software and hardware is up-to-date, installed and working correctly).
- Set up necessary specialist machines and equipment, required for specific lessons.
- Carry out/organise the proper maintenance of machines, hand tools and equipment periodically.
- Organise the periodic tagging of machines for maintenance inspection.
- Liaise with the Maintenance department and Tradesmen for booked repairs and servicing of workshop items and areas.
- Assist in monitoring safety standards and issues in and around the relevant workshops/classrooms and inform the relevant personnel as required.
- When required, assist teachers in practical lessons.
- May be asked to attend excursions as an extra staff member for added supervision of students.

2. Fulfil all duty of care obligations to students under their supervision/care ensuring the highest possible standards of health and safety are put into practice.

3. Ensure compliance with MBC values, policies and standards. Follow reasonable directions in relation to Occupational Health and Safety

4. Any other duties as directed.

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Last Updated