



ROLE DESCRIPTION

TAS TECHNICIAN

Permanent Full Time

ROLE PURPOSE

The TAS Technician supports the Technological and Applied Studies ("TAS") Department ensuring that TAS teachers are supplied with the correct equipment and materials in the workshop/classroom settings, while delivering technical support as required.

ROLE RELATIONSHIP

The TAS Technician reports directly to the Head of TAS Department and works closely with the TAS teaching staff in promoting quality practical work in the classroom. The TAS Technician may also interact with TAS students in the classroom.

ROLE RESPONSIBILITIES

Key TAS Support Services:

- Determining the required materials to support TAS teachers across a variety of subject areas
- Allocating and prioritising all maintenance tasks within a workshop/classroom setting
- Ordering materials, tools and machinery as required
- Preparing and reviewing risks assessments
- Supporting TAS staff through the mandatory safety requirements
- Providing input into the annual budget
- Reviewing and managing the TAS Department asset register

Support of TAS Teachers:

- Support the professional development of TAS teachers in the use of digital technologies and machine interfaces to ensure maintenance and management of technical equipment is effective
- Provide support to TAS staff and students in use of technical equipment
- Management of digital technologies including: 3D printers, scanners, Laser Cutters, CNC Machine, Electronics, Drones, Roberts and Micro-controllers

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- Provide guidance in the use of a range of software applications such as Adobe Creative Cloud, Fusion 360 and/or Solid Edge
 - Provide guidance in the implementation of new and emerging technologies.

Relationships:

- Deal professionally and courteously with staff, students and external organisations when required.
- Collaborate in team building processes within the TAS Department
- Provide prompt and cheerful service within the TAS faculty to support the academic program

KEY SKILLS & ABILITIES

- Proactive and energetic with a positive approach to work
- Has a demonstrable capacity to manage and prioritise tasks
- Highly developed organisational and interpersonal (both oral and written) skills
- Holds a relevant qualification to the position
- Holds comprehensive knowledge of technical and digital equipment/technologies used across TAS subject areas
- Flexibility and the ability to adapt and operate effectively in a demanding and changing environment
- Possesses good knowledge of Work Health and Safety requirements
- First Aid and CPR Certificate
- Current NSW Working With Children Check Number

WORK HEALTH & SAFETY

The TAS Technician will actively support and contribute to the maintenance and development of a safe working environment by:

- reporting incidents or accidents to the appropriate staff as soon as possible.
- reporting any near miss incidents to the appropriate staff as soon as possible.
- working within the WHS management systems that have been adopted by the School.

APPRAISAL AND REVIEW CONDITIONS

As with all members of staff, the TAS Technician will participate in a regular appraisal program as an integral part of their professional development. The appraisal program shall set strategic objectives and performance measures consistent with the responsibilities of the position.

TERMS OF EMPLOYMENT

This is a full time position working 48 weeks per year with 4 weeks annual leave. Annual leave will generally be taken during non-term time. The ordinary average hours of work per week (exclusive of meal breaks) shall be 38 hours although there may be times when hours will fluctuate due to cyclical demands and specific operational requirements.

REMUNERATION

Remuneration for the position will be commensurate with qualifications, skills and experience and in accordance with the terms and conditions of the *Independent Schools NSW (Support and Operational Staff) Multi Enterprise Agreement 2017*. Superannuation Guarantee at the current legislative rate will be paid by the school in addition to salary.

Please note: All staff are subject to mandatory screening procedures in line with Child Protection Legislation.