



## Introduction

Kennedy Baptist College's mission is "to provide educational excellence in a Christian context, addressing the needs of individuals for lifelong learning". We are committed to fulfilling this mission as a College community as we serve God by serving our students, families and each other. Underpinning the mission and culture of the College are our values defined as **faith, integrity, boldness, growth** and **service**.

- **Faith:** The Christian faith undergirds all the College's activities
- **Integrity:** The College Community demonstrates respect and honesty towards all its members and delivers on its promises
- **Boldness:** Staff and Students are bold in accepting the challenges on offer at the College and strive to achieve the best outcomes.
- **Growth:** College Community members develop their unique gifts and talents and strengthen their areas of weakness.
- **Service:** College community members serve others within the college, and local, national and international communities.

## Role Summary

**Position:** Design and Technologies Technician

**Responsible to:** Head of Learning Area – Technologies

**Job Purpose:** To provide and maintain the efficient running of the Design and Technologies learning facilities in the school such as the Engineering/CAD/Mechatronics classroom, the Woodwork workshop and the Metalwork workshop. The role also supports the Design and Technologies teachers through preparation of class materials, installing software updates, support training for staff in this area. Additionally, general cleaning and tidying of classrooms and other administration tasks that will allow teachers to focus on curriculum and compliance.

## Responsibilities

### Major Responsibilities

1. Consistently model the College's Vision, Mission and Values in all dealings with students, staff and external parties.
2. Develop and maintain a professional working relationship with each teacher and perform duties in a professional manner.
3. Provide appropriate encouragement and positive reinforcement for students.
4. Respect and support the teacher's expectations for the tone in the classroom (i.e. quiet work periods)
5. When required, assist large groups while teacher works with individuals or small groups
6. Assist the teacher to deliver the appropriate program as outlined in the Individual Education Plan (IEP); to assess the progress of the student with their Plan.

7. To be knowledgeable of school philosophy, procedures and policies (i.e., physical intervention, violent incident reports, medication, etc.).
8. To be responsible for reporting information if a child discloses information of abuse.
9. To communicate regularly with school support staff and provide input.

## General Duties

### Safety

- adhere to safety protocols and practices to maintain a safe work environment. Identify and mitigate potential hazards in the machining process
- control and store safely all chemicals, flammables and specialised solutions, ensuring that current OSH and SDS regulations are adhered to
- maintain all PPE in a serviceable condition.
- to maintain all necessary safety signs adjacent to machinery, and maintain a record of all equipment checks.
- carry out, or arrange for, the regular safety inspections of all machinery and equipment, including dust extraction
- carry out daily visual checks of all machinery, before being used by students
- carry out, and keep a record of Risk Assessments, and to report all OSH hazards to the Head of Learning Area – Technologies.
- ensure department first aid boxes are kept up to date and stocked

### Lesson preparation/ classrooms / workshops support

- liaising with the Design and Technologies staff, and attending weekly Learning Area meetings
- provide guidance and training to senior students to enhance their machining skills and knowledge
- prepare materials for lessons and projects, including preparation of demonstration materials and models, resources
- preparing, setting up and checking equipment
- phoning suppliers to receive quotes for stock/material
- submitting requisitions, seeking approvals and processing purchase orders for stock/materials orders
- receiving stock and materials orders/deliveries to the school; with the occasional stock/material pick-up from the supplier
- ensure each teaching area is locked and secure when not in use
- undertake tasks related to the promotion of the Technologies Learning Area (co-curricular activities, Open Day, Pedal Prix, exhibitions, etc.)
- any other tasks as directed by the Head of Learning Area – Technologies

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### Housekeeping

- administrative duties including but not limited to – timesheets, performance reviews
- ensure each teaching room is tidy and clean, liaising with the Property Manager if the standard of cleaning falls below an acceptable level

- maintain the good order and organisation of the workshop and its storage facilities
- maintain stock rooms, keep stock records, and receive equipment and materials draw up and maintain an inventory of equipment.
- keep all work tops clean and maintained.
- troubleshoot and resolve issues that may arise during machining operations, such as tool wear, machine malfunctions, or dimensional inaccuracies
- ensure all tools and equipment are stored securely after use
- ensure all students' work and unused material is returned to the appropriate storage area

#### Maintenance

- carry out first line servicing of machines and equipment in Design and Technologies rooms, to ensure safety and reliability. This will include cleaning, oiling, sharpening, removing dust and minor repairs.
- clean and sharpen hand tools
- repairing, maintaining and modifying equipment
- maintain the maintenance schedule
- phoning service agents to receive quotes and make bookings for service technician call outs
- meeting service technicians at the school to assist with sign in and to assist with scheduled maintenance

## Selection Criteria

### Essential

1. Demonstrated commitment and capacity to actively promote the Mission and Values of Kennedy in the school community
2. Relevant trade qualifications or similar.
3. Experience in maintaining equipment and machinery within Safety and compliance standards.
4. Ability to work with and alongside an experienced teaching team.
5. Strong attention to detail and a commitment to producing high-quality student projects
6. Identify professional and personal development needs and seek ways to meet them.
7. Undertake and apply Occupational and Health Safety requirements in the workplace.
8. willingness to learn and adapt to new technologies and processes
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10. Ability to identify areas and processes for ongoing improvement of productivity and service.
11. Ensure that all documentation and communications are prepared and presented in a professional manner and in a way that reflects the School's ethos and values.
12. Serve as a good ambassador of the School.

### Desirable

1. CAD/ CAM experience
2. Working knowledge of Autodesk and Adobe
3. Undertaking or previously gained a Teaching qualification
4. Safe Use of Machinery for Technology Teaching (22623VIC Accredited Course)

## How to apply

To apply for an advertised employment position at Kennedy Baptist College please fill in the online [Employment Application Form](#) on our website.

Please ensure you have ready your CV, Cover Letter, Selection Criteria (if applicable), references, a written reference from your church pastor/minister and digital copies of all academic records. You will be asked to upload these documents as part of your submission of this application.

Please Note: Should you be invited to an interview, given the position applied for involves working with and actively presenting the Christian Gospel to children, you will be asked your personal views on Faith issues. Given the Christian nature of the College and the expectations of all who enrol, agreement with the College's [Statement of Faith](#) and [Staff Code of conduct](#) is a pre-requisite.