<table>
<thead>
<tr>
<th>Position</th>
<th>Technician Assistant</th>
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<tbody>
<tr>
<td>Reports To</td>
<td>Head of Senior School &amp; College Principal</td>
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<tr>
<td>Department</td>
<td>TAS Department Senior School Years 7 - 12</td>
</tr>
<tr>
<td>Location:</td>
<td>St Ives Campus</td>
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<td>Commence</td>
<td>January 2017</td>
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<tr>
<td>Term / Conditions</td>
<td>Temporary Part / Time / FTE 0.5 – days / time tbc</td>
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<td>Role Purpose</td>
<td>The TAS Technical Assistant works as a member of the TAS Faculty at the College. The function of the TAS Technical Assistant is to provide general technical support to teaching staff and students across a range of activities within the TAS Faculty.</td>
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<td>Role Responsibility</td>
<td>The TAS Technical Assistant is directly responsible to the Design and Technology teacher.</td>
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### Qualifications, Skills & Attributes

**Specific requirements**
- A working knowledge and understanding of TAS equipment, materials and chemicals as well as the WHS issues pertaining to these.
- Experience in the use of a wide range of commonly used hand tools, portable power tools and some fixed machinery.
- Ability to order and maintain stock, including the preparation of mixed materials, including wood, metal and acrylic materials.
- Strong knowledge of WHS policies, practices and procedures, specific to workshop environments.
- Good organisational and administrative skills, including familiarity with Microsoft Office, OnGuard and Chemwatch FFX Gold software.
- A willingness to work as a member of a team, especially communicating effectively with staff and students.
- Ability to organise, prioritise and coordinate work.

### Qualities
- This is a description of the general duties of the TAS Technical Assistant. It is important to be flexible as workshops in a school setting are very different to workshops in industry.

### Work Health and Safety (WHS)
- Actively support and contribute to the maintenance and development of a safe working environment.

### Appraisal / review conditions
- The TAS Technical Assistant will be required to undergo a yearly Professional Review with the Design and Technology teacher as an integrated part of their professional development.
<table>
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<th>Accountabilities</th>
<th>College community</th>
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<tr>
<td></td>
<td>To contribute to the building of positive human relationships within the College community consistent with the Jewish ethos.</td>
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<td>To collaborate in team building processes within the TAS Faculty.</td>
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<td>To assist in developing effective communication links within the College community.</td>
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<td></td>
<td>To provide support to professional colleagues.</td>
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<td>To contribute to the provision of a welcoming atmosphere to those who use the TAS workshops and facilities.</td>
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**General Duties**
- Ensure all machinery, tools and equipment are maintained to the highest standard. Arrange any necessary repairs or servicing as required.
- Carry out and document daily, monthly and termly checks of machinery within the workshop.
- Liaise with teachers regarding ordering of materials.
- Ensure materials and chemicals are stored appropriately.
- Responsible for the preparation of teaching materials and equipment for classroom and practical lessons.
- Maintain inventory including records as appropriate, requisitions or materials and stock controls.
- Maintain workshop and storage areas.
- Ensure WHS standards in practical workshops are upheld at all times.
- Operate specialist equipment such as laser cutter, 3D printers and CAD/CAM machines.
- Assist with out of hours functions as required.

**Classroom**
- Work collaboratively with teachers and regarding teaching materials and equipment required for classroom and practical lessons.

**Masada ethos**
Masada College bases its ethos on three things: being Jewish, on being Australian and being nurturing. Every year our graduates emerge with the highest academic achievements and move into various fields of tertiary study.

**Mission Statement**
Masada College is a co-educational Jewish school, Early Learning to Year 12, which strives to achieve educational excellence in a caring environment. We aspire to teach children Australian orthodox Jewish values in a tolerant and inclusive manner and to develop in them a love of Israel and a strong sense of community, Australian identity and citizenship.

**Applications to:**
Mrs Wendy Barel, College Principal
Tel 61 2 9449 3744
Applications to include:
- letter of application and
- curriculum vitae with details of two contactable referees
- Please note that preferred applicants for above position will be subject to employment screening as per Child Protection Legislation. WWCC

Email  jmiddleton@staff.masada.nsw.edu.au
Closing Date: Friday 13th January 2017