



## **TAS Assistant 5 Hours per week.**

Provide support to the TAS department by maintaining an organised, stocked and safe workshop environment.

This role reports to the Coordinator of TAS.

### Key Responsibilities

- Ensuring workshops are well presented and ready for teaching including general maintenance of machinery (e.g. sweeping off and oiling of machines, regular changing of disc sander discs), laser cutters, and 3D printers
- Ordering of materials for all projects within the TAS department
- Purchasing small items (e.g. items of hardware from Bunnings or similar)
- Receiving and checking deliveries for TAS department
- Prepare appropriate materials and equipment for lessons and/or units of work in consultation with TAS Teachers
- Assist teachers as required
- Liaise with suppliers for the ordering of consumables
- Monitor WHS requirements, notifying staff of concerns or changes
- Ensuring First Aid Kits are suitably stocked
- Establish and maintain Material Safety Data Sheets (MSDS) for Work Health and Safety purposes

### Personal Attributes:

- Have a growth mindset and be prepared to learn new skills.
- Excellent organisational skills and high attention to detail
- Proven ability to problem solve and negotiate conflicting priorities
- Excellent communication skills; this role will require active communication with the Coordinator of TAS, classroom teachers, and students
- The ability to identify and implement processes or improvements to increase quality, safety and efficiency in the TAS faculty

*Applications:* Please submit a CV including details of nominated referees to [Kirsteen.Fisscher@dbb.catholic.edu.au](mailto:Kirsteen.Fisscher@dbb.catholic.edu.au)

*Child Protection Legislation requires preferred applicants to be subject to employment screening.*

*Salary: \$23.20 p/h*

*Closing Date: 10th December 2018*

*Starting Date: Term 1, 2019*