



Our Lady of Mercy College

Dear Applicant,

Thank you for your interest in joining Our Lady of Mercy College.

We are a vibrant Catholic school community, inspired by the tradition of the Mercy Sisters, and dedicated to delivering an engaging curriculum that meets the needs of every student. At Our Lady of Mercy College, we are committed to providing a holistic education that inspires learning, nurtures faith, and encourages students to embrace life. As part of our team, you will play a significant role in achieving our mission and upholding the values embodied in "The Mercy Way."

We strive to attract individuals who are passionate about fostering lifelong learning and contributing to a safe and nurturing environment for our students.

Included in this application package, you will find:

- **Position Information**
- **Duty Statement**
- **General Information for Applicants**

If you have any questions regarding the role, please do not hesitate to contact Mr Zach Cope – Head of Learning Support, at (08) 9720 3300.

We look forward to considering your application.

Kind regards,

Mr Rob Crothers
Principal

Embracing Life | Nurturing Faith | Inspiring Learning

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Position Information

Design and Technology Technician

Part-Time, Ongoing

About us

Our Lady of Mercy College is a nurturing, co-educational secondary institution, catering to students from Year 7 to Year 12. We provide an environment designed for academic excellence, spiritual growth, and holistic development. Nestled in peaceful surroundings, our campus offers engaging learning areas, expansive open spaces and sporting facilities, ensuring that students have the ideal setting to thrive academically, socially, and spiritually.

At Our Lady of Mercy College, the Catholic faith in the Mercy tradition is at the core of everything we do. We inspire our staff and students to embrace all facets of life, nurturing their spirituality and fostering deep learning. Through a focus on global competencies, we equip our students with the skills and knowledge needed to address real-world issues, preparing them to excel today and thrive tomorrow.

The Design and Technology (D&T) Technician is an integral support role in the Technologies Learning Area. This role will work with the teaching staff to maintain the Design and Technology classrooms, equipment, and machinery, ensuring a high level of attention to detail. Critical to this role, is ensuring a safe working and learning environment for the students, as well as maintaining supplies for the department and ensuring that materials and tools are well organised.

Success Criteria

The successful applicant will demonstrate:

- Experience in a similar role would be beneficial.
- Strong teamwork skills and the ability to collaborate effectively.
- The ability to remain calm and focused, making effective decisions and adapting quickly in real-time situations.
- Excellent time management and organisational skills, with the ability to prioritise tasks effectively.
- The ability to work with minimal supervision.
- The ability to exercise discretion and initiative.

Essential Requirements:

- Nationally Coordinated Criminal History Check (NCCHC) or willingness to obtain at the time of appointment.
- Have a current Working with Children Check (WWCC) or willingness to obtain at the time of appointment.
- Trade qualifications would be viewed favourably, although not essential.
- On appointment completion of Mandatory Reporting Training.
- On appointment completion of Staff Code of Conduct Training.
- Have completed, working towards, or be willing to work towards, 'Accreditation to Work in a Catholic School.' Additional information can be found here: CEWA Limited Accreditation Framework



Conditions and Salary

- Hours: Three days per week (negotiable), 8:00 am – 4.00 pm
- FTE: 0.55% FTE (term time only)
- Duration: 42 weeks per year
- Some after work hours may be required from time to time
- Salary Package: \$60,413 - \$65,802 (full-time equivalent), subject to experience and relevant qualifications

Please click [here](#) to view the Salary Schedule.

Please click [here](#) is view the current Catholic Education (CEWA) Non-Teaching Staff Enterprise Bargaining Agreement (EBA).

Applications close at 4pm (AWST) on Monday, 18 November 2024.



Duty Statement

Design and Technology Technician

As a member of the Technologies Team, the Design and Technology Technician primarily assists the Design and Technology Teachers with duties that include the use and maintenance of wood, plastics, metals, electronics resources and equipment and other related resources. The Design and Technology Technician shall be open to the use of digital mediums and associated software and resources, much of which is part of the current College learning environment. It will also be critical for the Design and Technology Technician to be willing to be an ongoing learner as new technologies are being developed and incorporated into the student learning programs, by supporting the maintenance of associated hardware such as 3D printers and laser cutters. As a member of staff, the Design and Technology Technician will support the Catholic Values of the College. A Job Description for the Design & Technology Technician outlines duties and responsibilities for this position.

Applications are sought from a diverse range of candidates including experienced Design and Technology Technicians, trade professionals, current or former Design and Technology Teachers and those working towards trade or tertiary qualifications in a related field.

A Design and Technology Technician has direct responsibility to:

1. Assist Teachers in classrooms and workshops.
 2. Maintenance of machinery, equipment and resources.
 3. Ensure a safe working and learning environment.
 4. Undertaking acquisition, storage and replenishment of supplies and equipment.
 5. Maintaining clean workshops, storerooms and finishing room.
 6. Undertaking projects as part of an ongoing program of development and improvement in the design and technology classrooms.
 7. End of year maintenance.
 8. General duties.
1. Assist Teachers in classrooms and workshops.
 - Source materials for projects
 - Prepare materials as required in consultation with the Technologies teachers, including laser cutting and 3D printing of student material.
 - Keep classrooms and storage facilities organised and free from hazards.
 - Assisting and instructing students in finishing (painting, lacquering) of projects.
 - Assist teachers in the classroom across the timetabling period.
 - Prioritise workload as directed by the Head of Learning Technology.
 2. Maintenance of machinery, equipment and resources.
 - Check routinely all machines are in a safe working order.
 - Maintain and perform basic repair/alignments of 3D printers and Laser Cutters for optimum operation.
 - Ensure hand tools are kept in optimum condition.
 - Empty and clean the dust extraction filters as required by the manufacturer.
 - Carry out regular servicing of machinery in need of scheduled service.
 - Adjust machines and equipment to ensure safe operation.



- Periodical sharpening of hand tools such as drills, chisels, planes or outsourcing the sharpening when necessary.
 - Liaise with contractors in undertaking specialised repairs and maintenance.
 - Deliver tools and equipment to contractors for specialised maintenance.
 - Work-bench and vice maintenance.
3. Ensure a safe working and learning environment.
- Apply work health and safety guidelines throughout the Design and Technology Centre.
 - Consult with the OHS officer to optimise safe work practises in the Technologies Learning Area.
 - Assist in updating the Safety Data Sheet register.
 - Manage flammable materials cabinets in accordance with WHS Regulations.
 - Maintain Personal Protection Equipment in all workshops.
 - Assist in carrying out risk assessments of the Design and Technology Centre.
 - Identifying, reporting and rectifying potential hazards or WHS issues.
 - Undertake WHS training as required.
 - Safe disposal of any hazardous materials and damaged equipment.
 - Report any concerns of student safety directly to the class teacher in the first instance.
 - Maintain a safe working environment by:
 - Adhering to Safety Data Sheet Information
 - Maintaining and using Personal Protection equipment provided.
 - Identify and report potential hazards or WHS issues using online maintenance portal.
4. Undertaking acquisition, storage and replenishment of supplies and equipment.
- Assist in administrative duties such as maintaining purchase and invoice records and submitting accounts to Accounts Department.
 - Maintaining stocks of equipment in all rooms and organise replacement items.
 - Sourcing and pricing materials and equipment.
 - Track the progress of ordered materials and equipment.
 - Take delivery, checking and storing materials and equipment.
 - Maintain the Storerooms and Sea Containers in an orderly state.
 - Maintain inventories of stock and equipment.
 - Purchasing and issuing of safety glasses to students.
5. Maintaining clean workshops, storerooms and finishing room.
- Remove scrap waste materials from the workshops and disposing correctly.
 - Return hand tools, power tools and safety equipment to designated areas.
 - Empty bins not attended to by contract cleaners.
 - Empty portable and fixed dust extraction units on a regular or needs basis.
 - Replace filter material in spray booths on a regular or needs basis.
 - Ensure spray equipment is cleaned, functional and prepared daily.
6. Undertaking projects as part of an ongoing program of development and improvement in the design and technology classrooms.



- Depending on skills of applicant, construct racks, jigs and fixtures that assist in the operation of the Design and Technology Learning Area.
 - Identify and implement potential improvements to systems and procedures within the Design and Technology Learning Area.
 - To undertake tasks primarily related to the Design and Technology Learning Area unless otherwise directed through the Head of Learning Technologies.
 - Assist with the set-up and dismantling of annual exhibitions.
 - Assist with the set-up and dismantling of display cabinets.
7. End of year maintenance.
- Record maintenance updates.
 - Carry out end of term and year maintenance schedules for the Design and Technology Rooms.
8. General duties.
- Attend all relevant staff meetings and functions when required for non-teaching staff.
 - To inform the Head of Technologies or Principal on matters concerning welfare of individuals.
 - To attend major College events as required by the College.

After Hours Requirements:

Participation in College events as required or as specified by the Principal.

Essential Skills

- A Catholic background or the ability to demonstrate empathy with the Catholic ethos of the College.
- Proven experience in a similar role.
- Strong written and verbal communication skills.
- Ability to manage highly confidential and sensitive information with discretion.
- Initiative and flexibility, with the ability to work both independently and collaboratively within a team environment.



General Information for Applicants

We are dedicated to providing a nurturing, faith-based educational environment and are looking for individuals who are fully supportive of the objectives and ethos of Catholic education. As part of your role, you will be expected to participate in co-curricular activities as part of your general duties.

Essential Requirements:

- All applicants must have a current Working with Children Check (WWC).
- Applicants for teaching positions must hold a relevant degree and be eligible for registration with the Teacher Registration Board of Western Australia (TRBWA). To apply for a position at Our Lady of Mercy College, your application must include the following:

1. Cover Letter

- Clearly state the position you are applying for.
- Highlight your skills, knowledge, and experience relevant to the role.
- Limit your cover letter to one (1) page.

2. Current Curriculum Vitae

The Curriculum Vitae should include, where relevant:

- Qualifications
- Employment History
- Relevant Professional Learning
- Reference to any Accreditation held within the Catholic sector
- Extra-Curricular Qualifications and/or experience
- Parish/Community involvement
- Membership of Professional Associations
- References: Contact details of two (2) professional referees, one of whom should be your current employer. If applicable, include a Parish Priest or Minister as a referee.

3. Copies of any Requested Information

Please include copies of the following, where applicable:

- Nationally Coordinated Criminal History Check (NCCHC) or willingness to obtain it upon appointment.
- Working with Children Check (WWCC) or willingness to obtain it upon appointment.
- CEWA Accreditation to Work or willingness to work towards it upon appointment.
- Relevant Qualifications.

Applications are to be addressed to The Principal, Mr Rob Crothers and submitted via email to humanresources@olmca.wa.edu.au

Further information can be obtained by contacting Mr Zach Cope, Head of Learning Design and Technology on (08) 9720 3300.