JOB DESCRIPTION

SHIRLEY BOYS' HIGH SCHOOL
Ngā Tama o Ōruapaeroa

POSITION	Technical Assistant
TENURE	Permanent, Part time
RESPONSIBLE TO	Head of Department Hard Materials Technology Headmaster
HOURS OF WORK	12 hours per week (7 hrs in Technology Workshop & 5 hrs general school maintenance, term time only (plus 5 hrs during each holiday break through the year and 5 hrs at the end of year)
GRADE	Grade C (Support Staff in Schools Collective Agreement;

PURPOSE

The Technical Assistant is a supportive role within the Hard Materials Technology Department, and throughout the school. They prepare the workshop and ensure it is safe for staff and students. They will also provide general maintenance throughout the wider school outside of what is covered by the facilities management group.

KEY RELATIONSHIPS

- Head of Department Hard Materials Technology
- Teacher of the Building and Construction programmes in Years 12 and 13
- All Technology Staff
- Business Manager
- Office Manager
- Facilities Management Group

KEY RESPONSIBILITIES

1. Planning to support teaching and learning
    - Have tools, equipment and materials ready and maintained on a regular basis.
    - Order and organise delivery and storage of raw materials for Technology.

2. Workshop maintenance
    - Liaise regularly with the Head of Department Hard Materials Technology.
    - Ensure the workshop areas are working effectively and safely.
    - Assist Head of Department Hard Materials Technology and teachers to maintain health and safety in the workshop areas.
    - Store materials when required.
    - Help maintain clean and well organised workshops.
    - Communicate with Facilities Management as required to help organise any maintenance or projects required.

3. School maintenance
    - Assemble any school-owned assets purchased.
    - Pick up from suppliers when required.
    - Maintain school-owned assets including van and trailers.
    - Equipment maintenance (i.e stands/containers/goals).
    - Other general property work including, but not exclusively:
        - Refuse disposal.
        - Weekly tennis net set-up.
        - Coordinating field painting / cutting dates.
        - Rugby field set-up on Saturdays (fencing, pads, flags, seating).
        - Moving stands for grass cutting.