



Position Vacant

TAS TECHNICAL ASSISTANT FULL-TIME – TO COMMENCE ASAP

Cranbrook School is seeking a full-time TAS Technical Assistant to join the Senior School Technical and Applied Studies Department, to commence as soon as possible.

ABOUT THE POSITION

The TAS Technical Assistant supports and assists staff and students in the use of the Departmental facilities, helping in the development of equipment for projects and assisting with new processes and technologies.

Responsibilities include demonstrating and educating staff and students in relation to workshop equipment to support and direct projects, including specialist equipment such as laser cutters, 3D printers and CAD/CAM machines; purchasing and maintenance of machines, tools, equipment and consumable stock; preparation of materials for projects (wood, metal, plastic etc) using machines such as circular saws, bandsaws and planers; monitoring and conducting regular maintenance on all fixed machinery, CAD/CAM machines and portable electric power tools in accordance with maintenance schedules, undertaking minor construction work such as jigs, fixtures and trolleys to assist with teaching; working with the Head of Department to develop and manage the yearly budget; maintain pricing spreadsheets for consumables to assist with project costings; and ensuring WH&S standards in practical workshops are always upheld.

This role receives 4 weeks of annual leave per year. During school terms, the required hours are Monday to Friday 7.00am to 3.06pm. Some flexibility regarding start and finish times during school holiday periods may be possible.

ABOUT YOU

You are looking for a hands-on role, and are a handy person that has a drive to improvise and be creative in their work. You have demonstrable experience using your hands and hold a degree, trade qualification or relevant experience.

With exceptional interpersonal skills, you have excellent time management and organisational skills, and can assist teachers and students to achieve better outcomes.

You are professionally presented, collegiate, and are a champion of best practices, workplace health & safety, compliance and risk management.

SELECTION CRITERIA

- Degree or Diploma with relevant work-related experience in a technical field, or equivalent combination of relevant experience and/or educational and training
- Ability to work both independently and as part of a team
- Demonstrated ability to continually adapt to new technologies to assist with new practices for teachers and students
- An understanding of relevant workplace health and safety, compliance, and risk management requirements
- Willingness to undertake relevant training if required
- Computer literacy skills, including using Word, Excel and Outlook
- Willingness to take ownership of tasks and accept responsibilities
- A flexible approach to changing priorities in the workplace
- A friendly, kind and courteous manner.

CLOSING DATE

Monday 30 January 2023

HOW TO APPLY

Applications should include a resume and a cover letter addressing the selection criteria and reasons for your interest in the position. Applications should be submitted via email to recruitment@cranbrook.nsw.edu.au. Details of at least three referees will be requested from the successful applicant.

ABOUT CRANBROOK SCHOOL

Cranbrook is an Anglican, independent day and boarding school, Pre-school to Year 12.

Our vision is to be a world class school which encourages and enables all of our students to explore, enjoy and fulfil their potential. We lead our students to discover and make the most of their talents, to thrive in, and love the pursuit of, excellence. As a school we energise the educational environment by offering a rich and distinctive schooling both within and beyond the curriculum and give powerful pastoral support. Cranbrook builds resilience and confidence so that each student can face the challenges of the twenty-first century with personal confidence, intellectual versatility, academic hunger and optimism.

Cranbrook is an International Baccalaureate (IB) World School, and is accredited as an IB Continuum School, offering the PYP, MYP and IB Diploma Programme.

Cranbrook School is a child safe organisation. We actively promote the safety and wellbeing of all students and are committed to protecting our students from abuse and harm.

WORKING WITH CHILDREN CHECK, VACCINATION AND WORKING RIGHTS

The successful applicant for this position will be required to hold a current NSW Working with Children Check clearance and be fully vaccinated with a COVID-19 vaccine.

Applicants must be an Australian citizen or permanent resident, or hold a visa with appropriate working rights.