



Position Vacant

TAS TECHNICAL ASSISTANT PERMANENT, TERM TIME ONLY

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 the use of 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 is a term time only position with up to two weeks of additional days to be worked in student holiday periods across the school year. During school terms, the required hours are Monday to Friday 7.00am to 3.06pm.

ABOUT YOU

You are looking for a hands-on role and are a handy person that has the ability to improvise and be creative in their work. 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 education 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
- A good understanding of relevant workplace health and safety, compliance, and risk management requirements
- 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.
- A level of mobility that supports the ability to respond to a first aid / behavioural incident
- Current First Aid and CPR qualifications
- A firm commitment to safeguarding and promoting the welfare of children
- A demonstrated understanding of child safety and appropriate behaviours when engaging with children.

CLOSING DATE: 23 March 2025

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.