TAS Assistant

Position Description
Brigidine College St Ives commits itself to education that is centred on the Gospel and is faithful to the Catholic community and the Brigidine heritage. The college recognises the integral role played by the TAS Assistant in the life of the school. In appointment to the position, the Principal delegates the responsibility for the effective support and administration in the relevant area.

Staff at Brigidine have professional and personal attributes that enable them to share their knowledge with others with a view to improve their practice. They successfully involve themselves in initiatives that make a positive contribution to the quality of teaching and learning and wellbeing in their school. Support Staff have the ability to support a multi-faceted team.

Reports to: Head of Department - TAS

MISSION

The TAS Assistant will demonstrate commitment to the Catholic ethos and spiritual life of the college by

- supporting the religious rites and practices of the Catholic faith
- supporting the Brigidine tradition and heritage in the daily life of the college.

KEY RESPONSIBILITIES

Key Area 1: Workshops

- liaising with teachers regarding ordering of timber and metal materials
- collating and ordering of timber and metal materials, associated materials and equipment
- collating invoices and organising cheque requisitions for accounts payable monthly
- storing and maintaining materials and chemicals appropriately
- preparing materials and equipment for practical and demonstration lessons
- reporting of any accidents, incidents or damage to the Head of Department – TAS
• maintaining a tidy, hazard free workplace in accordance with Workplace Health and Safety legislation
• maintaining, organising and cleaning of general and chemical storage areas.

Key Area 2: General Duties
• control of stores
• shopping for workshop requirements and accepting deliveries to the College including materials which might fall outside the TAS curriculum requirements
• replenishing cupboard requirements in store room and classrooms
• cleaning of all demonstration areas, storerooms and chemical stores as required
• ensuring all machinery and equipment are all in safe working order.
• photocopying of resources as and when required
• chemical storage registration and maintenance of records each semester as per current WHS guidelines
• end of year stock take of equipment.

Key Area 3: Pastoral Responsibilities
• helping with the care and welfare of staff and students.

KEY CHALLENGES:
• Organisational skills
• Communication skills.

EXPERIENCE & QUALIFICATION REQUIREMENTS:
• First Aid Certification
• Excellent communication skills
• Good time management skills.

Relationships:
• Head of Department – reports regularly
• TAS teachers
• Principal, Leadership Team and Property Manager – working within broader College context.