



Iona College Geelong

Technology Assistant Role Description

The Technology Assistant supports the effective delivery of Technology classes by assisting teachers and students in the preparation, maintenance, and organisation of materials, tools, and equipment. This role contributes to a safe, efficient, and engaging learning environment where students can develop practical skills and complete their projects successfully.

REMUNERATION SCALE:	Education Support salary Level 2-Catergory B under the CEMEA 2022
FULL TIME EQUIVALENT:	8:00am to 4:00pm (Monday to Friday) or by negotiation
REPORTS TO:	Principal, Deputy Principals, Business Manager via the Technology Teacher

STATEMENT OF DUTIES	
Technology Assistant responsibilities	<ul style="list-style-type: none"> • Cut, prepare, and finish timber and other materials for student projects. • Assist teachers and students by providing technical advice and hands-on support during practical classes. • Assist in the development and maintain systems and processes to improve class efficiency and organisation. • Set up, maintain, and improve technology spaces, including storeroom, classroom storage, layout, and functionality. • Maintain cleanliness and order in both the main workshop and adjoining preparation areas. • Monitor and maintain adequate stock levels of project materials and consumables. • Assist with labelling, storage, and documentation of all hazardous materials • Ensure all tools, machinery, and equipment are maintained in safe working order and stored appropriately. • Support students who require extra assistance with project or folio work, including providing supervision and guidance during class and lunch times. • Monitor student use of tools and equipment to ensure safety and correct usage. • Assist teachers managing large class groups or complex practical activities. • Receive, unload, and organise deliveries of timber, tools, and materials. • Assist the organisation and disposal of timber offcuts and waste materials in accordance with safety and environmental standards. • Assist with the continuous display of projects through the College. • Assist with the organisation of formal exhibitions of work. This may include work outside of normal hours. •
Professional Development	<ul style="list-style-type: none"> • Undertake professional development and training to maintain a high level of awareness of current and best practices in the major areas of responsibility associated with the role. • Commitment to the ongoing professional development in your role.

	<ul style="list-style-type: none"> • Continue the development of ICT skills and technologies. • Maintain professional competence and training. • Uphold professional standards expected of this role.
General	<ul style="list-style-type: none"> • Attend all relevant staff meetings. • Attend whole school events as directed by the Principal. • Follow the College financial requirements in relation to ordering goods.
Key Relationships	<p>Internally</p> <ul style="list-style-type: none"> • Principal • Deputy Principals • Business Manager • Technology Teachers • Students • Staff <p>Externally</p> <ul style="list-style-type: none"> • Parents and visitors • Visitors and consultants • Melbourne Archdiocese Catholic Schools • Victorian Catholic Education Authority
Child Safety	<ul style="list-style-type: none"> • Be familiar with and comply with the College's child safety policies and code of conduct and procedures. • Obtain a valid Working with Children Check. • Obtain a current National Police Record Check.
Risk and Occupational Health and Safety	<p>Staff at Iona College Geelong will:</p> <ul style="list-style-type: none"> • Comply with legislated occupational health and safety practices and participate in consultative processes. • Observe safe work practices in accordance with training and instruction given. • Identify, report and where appropriate, action risks/hazards in order to eliminate or mitigate against the risk recurring (risks arising in the workplace may be financial, site, task or person specific or related to safety). • Promote and implement occupational health and safety and risk mitigation processes within the College. • This role is active in areas that use tools and machinery that can be extremely dangerous if not operated correctly. Use of these tools and equipment must be in line with all safety instructions and at no time should a student be left unsupervised with any tools that could cause harm. Any damaged tools or machinery must be reported immediately to maintenance and not be used until repaired.

QUALITIES AND CAPABILITIES	
Commitment to Catholic Education	<ul style="list-style-type: none"> • An understanding of the ethos of a Catholic school and its mission. • A commitment to Iona College's Vision & Mission.
Commitment to Child Safety	<ul style="list-style-type: none"> • An understanding of child safety and appropriate behaviours when engaging with young people. • A willingness to obtain a Working with Children Check and National Police Record Check. • Be familiar with the legal obligations relating to child safety (mandatory reporting). • Demonstrate an understanding of Victoria's 11 Child Safety Standards.

Knowledge and Understandings	<ul style="list-style-type: none"> • First aid competence demonstrating the skills and knowledge required to provide first response and sick bay support. • A comprehensive understanding of the College's policies and procedures. • Use the appropriate avenues and resources when seeking support and clarification including when handling sensitive situations and information.
Skills / Attributes	<ul style="list-style-type: none"> • Strong practical skills in woodwork, tools, and machinery operation. • Ability to work collaboratively with teachers and students in a busy classroom environment. • Organised and proactive approach to task management and problem-solving. • Commitment to maintaining a safe and inclusive learning environment. • Strong communication and interpersonal skills.
Experience and Qualifications	<ul style="list-style-type: none"> • Cert III or above Trade Qualification (ideally carpentry or joinery) • Previous experience in the education sector is desirable but not essential.
Other Requirements	<ul style="list-style-type: none"> • Valid Working with Children Check. • National Police Check every 5 years. • Have Australian citizenship or permanent residency or hold a visa with appropriate working rights. • Comply with the Iona College Child Safety Commitment. • First Aid- HLTAID011

Contract & Conditions	<p>Commencement Date: January 2026</p> <p>Entitlements under the Catholic Education Multi Employer Agreement 2022</p>
Authorised by	Damian McKew- Principal
Date	October 2025