

Job Title:	Technologies Assistant		
Classification Level:	School Assistants Salary – Resources Stream		
Campus:	Wynn Vale		
Status:	TBA	Reporting Relationship:	Director of Business Heads of Middle and Senior School

The 'King's Way'

King's Baptist Grammar School is the only Baptist School in South Australia providing a complete ELC-Year 12 experience as a part of a Jesus-centred community. We inspire hope by creating opportunities for people and families to do life better, together.

Our Vision of Faith (Visio Fidei) provides excellence in teaching and learning, in a faith-based community, where every student is provided with a breadth of opportunities, empowering individuals in partnership with their families.

King's is a place where people come first; a community workplace that's built on relationships and mutual respect, bringing out the best in each other. A supportive, faith-based work environment strengthened by prayer, devotion and opportunities for spiritual and practical support. We strive for meaningful, individual and professional development that enhances the King's Community.

Our leadership values guide the behaviour, culture and mind-set that underpin the 'King's Way'.

Servant Leadership	Demonstrating Humility and Service by leading with empathy, awareness and a commitment to the growth of others.
Pastoral Leadership	Caring for the person is behind every decision, action and conversation by treating each other with Fairness and Respect .
Accountable Leadership	Being reliable, responsible and building trust with others by acting with Excellence and Integrity .

Position Purpose

The Technologies Assistant supports the effective delivery of Design & Technology and related subjects by ensuring equipment, workshops, and materials are maintained to a safe and high operational standard.

This role contributes to a dynamic learning environment by providing practical and logistical support to teaching staff and assisting students indirectly through well-prepared resources and safe working spaces.

The position is ideal for a technically skilled individual seeking flexible working hours while contributing meaningfully to the school community.

Key Responsibilities

The role encompasses activities within the following Key Result Areas:

- Tool Maintenance & Workshop Safety
- Plant & Equipment Servicing
- Consumables
- Preparation of Teaching & Learning Materials

Staff are expected to work effectively in a team environment and manage their working relationships to ensure all KRAs are achieved.

Key Areas	Key Responsibilities
Tool Maintenance & Workshop Safety	<ul style="list-style-type: none"> • Maintain, inspect, and service hand tools and machinery used across Technologies subjects (e.g. woodwork, metalwork, plastics, electronics). • Conduct routine safety checks on equipment and ensure compliance with relevant WHS legislation and school policies. • Identify, report, and coordinate repair of faulty or unsafe equipment. • Maintain accurate records/logs of maintenance schedules and safety checks. • Ensure appropriate storage, labelling, and organisation of tools and hazardous materials. • Assist with safety audits and risk assessments in workshop environments. • Support the implementation of safe operating procedures and signage. • Maintain workshop cleanliness and organisation in line with safety expectations. • Assist in maintaining an efficient and functional teaching environment. •
Plant & Equipment servicing	<ul style="list-style-type: none"> • Perform basic servicing and upkeep of plant equipment (e.g. dust extraction systems, compressors, 3D printers, laser cutters where applicable). • Liaise with the Property & Facilities Manager to coordinate external servicing providers where specialised maintenance is required. • Monitor the condition and functionality of machinery to minimise downtime. • Ensure plant equipment meets operational and safety standards required in educational settings.
Consumables	<ul style="list-style-type: none"> • Manage stock levels of consumables (e.g. timber, metals, fasteners, adhesives, finishes, PPE, printer materials). • Track inventory and maintain efficient storage systems. • Assist teaching staff in forecasting resource requirements for upcoming projects.
Preparation of Teaching & Learning Materials	<ul style="list-style-type: none"> • Prepare materials, kits, and resources for class projects in advance of lessons. • Cut, measure, and assemble components as required to support lesson delivery. • Assist in setting up and packing down workshops and classrooms. • Support teachers in trialling and preparing new project materials or prototypes. • Maintain organised storage and accessibility of prepared materials for classes.

Essential Criteria

1. A personal commitment to the King's Vision, Mission and Values underpinning the delivery of a Christian-based education to students.
2. Demonstrated experience with tools, machinery, or technical environments (e.g. trade, hobbyist, workshop technician).
3. Strong understanding of workshop safety practices and risk management.

4. Practical problem-solving skills and attention to detail.
5. Ability to work independently and manage time effectively within flexible hours.
6. Good organisational and communication skills.
7. Ability to maintain confidentiality and uphold school values.
8. A Working with Children Check and Mandatory Reporting training is essential for this role.
9. Some physical activity required (lifting, movement of materials, equipment setup)

Hours of work

The position is part time across 42 weeks of the year (inclusive of 4 weeks paid annual leave). The role requires an ability to show initiative and work independently.

The salary and conditions of this position will be negotiated in line with qualifications and experience.