

Technology Assistant

Job Description



Position: Technology Assistant

Responsible to: HOLA Technology

Tenure: 30 hours per week, 40 weeks per year, Permanent

Hours of work: 8am to 2.30pm Monday to Friday, morning tea and half hour unpaid lunch break

Remuneration & Conditions: Support Staff in Schools Collective Agreement (SSSCA), Administrative Grade 3 Step 5 \$26.64

Primary Objective: Provide timely and efficient support within our Technology department

Our Mission/Kaupapa: "To educate and empower young women to succeed now and in the future: Ko Hine-Titama koe nānā I puta ki te whai ao ki to au mārama". We want our students to flourish.

Our Vision/Tirohanga Whānui: Learning is for everyone: Mā taātou katoa te ako.

Key Tasks:

Maintenance & cleaning of machines	<ul style="list-style-type: none">• Maintain and clean all equipment on a weekly/termly basis including sewing machines and overlockers as directed by the HOLA and the teacher in charge of the subject• Arrange for major repairs by outside specialists in conjunction with the HOLA and teacher in charge of the subject
Preparation of materials	<ul style="list-style-type: none">• Preparation of materials and equipment for classroom use. (Foods trolley set up, Fashion resources, DVC modelling equipment and resources and Hospitality resources
Ordering of resources	<ul style="list-style-type: none">• Order and collect materials and equipment as required by HOLA and teacher in charge of subjects in and obtain quotations for larger equipment.
Administration	<ul style="list-style-type: none">• Photocopying, laminating, filing• Assist with monitoring budgets, checking invoices against orders etc
Relationship Management	<ul style="list-style-type: none">• Represent the school in a friendly and professional manner• Value the contribution all staff make to the efficient operation of the school• Always maintain confidentiality
Professional Development	<ul style="list-style-type: none">• Seek out appropriate and relevant professional development to benefit the operation of the school and to grow personal strengths and enhance wellbeing• Attend PD offered on competency in Te Ao Māori and Te Reo Māori

The role of support staff in schools is varied and sometimes challenging, we require our people to be adaptable and flexible. The tasks listed above are the focus areas we have identified related to this role, from time to time you may be asked to complete other tasks to ensure the smooth running of our school.

This Job Description will be reviewed each year to ensure the tasks listed are kept as up to date as possible.

Technology Assistant: _____

HOLA Technology: _____

Anna White

Principal: _____

Catherine Law

Date: _____