

**Permanent Employment Opportunity - 12 hours per week + 12.5% ADO at Cavendish Road SHS.**

Manual Arts (ITD) Teacher Aide. The position is available for immediate commencement, subject to the successful completion of all required pre-employment checks. The hours on offer will be worked over **2 days per week**, with days open to negotiation. Applicants are requested to submit:

- a resume including the names of **two referees**, one of whom should be your current employer; and
- a written response of **no more than two pages** outlining your skills and experience relevant to the role, with reference to the key duties outlined below.

Applications should be submitted to **Kathryn Birleson (HR Coordinator)** at kbirl1@eq.edu.au by **1st November 2026**.

**The ideal applicant will be:**

- highly motivated, well organised and able to work independently as well as collaboratively within a team.
- able to communicate effectively and appropriately with students, staff and the wider community.
- able to display confidentiality, tact, reliability and sensitivity to students and their families

**Key duties include and are not limited to:**

- **Preparation:** Room and activity setup, preparation of materials for curriculum projects as requested by ITD teachers. This may require operating ITD plant and equipment such as table saws, band saws, thicknessers and docking/mitre saws.
- **Playground Duty:** Actively supervising students during break times to ensure their safety, promote positive behaviour, and respond promptly to any incidents or wellbeing concerns.
- **Stock Control:** Monitoring the quantities of equipment, materials and supplies in the ITD department and liaising with HOD or Subject Coordinator when purchases are required. Stocktake every three months of items such as wood, metal, hand tools and electrical equipment. Unpacking deliveries of equipment and materials into appropriate storage facilities. Monitoring all ITD electrical and mechanical equipment to ensure they adhere to annual or bi-annual testing and tagging.
- **Maintenance:** Ensuring the maintenance of equipment, tools and machinery and engaging appropriate external tradespersons eg qualified electrician. This may involve operating plant and equipment, perform simple welding tasks and undertake minor department maintenance.
- **Administration:** Providing administrative assistance to ITD teachers as requested. This may include basic computer skills, photocopying information sheets for classes, conducting departmental stock takes and keeping machinery maintenance records, phoning trades people and assisting with quotes for repairs.
- **Basic Cleaning and Housekeeping:** Empty bins and dust collection bags, clear unused materials, store tools and equipment, replenish supplies and assist with moving equipment between workshops as required.
- **Chemical Management:** Maintain the ITD chemical management plan in accordance with Queensland WHS legislation and departmental guidelines, including the chemical register and current SDS. Ensure hazardous substances are correctly labelled, stored, handled and disposed of, and support risk assessments, stock control, incident reporting and emergency response processes.
- **Welding:** Experience in Welding would be desirable but not mandatory