



POSITION DESCRIPTION DESIGN AND TECHNOLOGY TECHNICIAN

Created	January 2006	Authorised: Business Manager
Reviewed	March 2009	Authorised: Principal
Reviewed	October 2012	Authorised: Principal
Reviewed	February 2016	Authorised: Principal
Reviewed	June 2020	Authorised: Deputy Principal (Curriculum)
Reviewed	May 2024	Authorised: Dean of Secondary



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Section 1. School Identification

Kingsway Christian College, governed by the Kingsway Christian Education Association (KCEA) Inc.

Section 2. Mission, Vision and Values

Kingsway Christian College is a co-educational non-denominational Christian day school with more than 1400 students enrolled in K-12. The College has a friendly professional team of staff, modern facilities and attractive employment conditions.

The College has in place organisational Mission, Vision and Values which reflect the strategic directions of the College governing body, the Kingsway Christian Education Association (KCEA) Inc.

At Kingsway, we support and nurture our students so they can excel in their education, strive for excellence and develop their individual character. The College campus technology and infrastructure is designed to support creativity and innovation.

The College is committed to providing students with a safe and friendly learning environment, and to this end has in place policies and procedures for the recruitment and screening of staff, suitable to work with children and young people, who meet the selection criteria. Kingsway is an alcohol, illegal drug and tobacco free campus.

Kingsway provides a supportive environment for staff and is committed to staff health and well-being through various initiatives including a Wellness Program, an Employee Assistance Program and free staff flu vaccinations.

Kingsway Christian College thrives on bringing out the best in its people who go on to influence the world around, for the glory of God.

Section 3. The Position

Position Title

Design & Technology Technician

Section/Department/Learning Area

Technology & Enterprise

Tenure

Permanent part-time appointment, commencing Term 1, 2026. Appointment subject to the satisfactory completion, of a three (3) month probationary period, to standard acceptable to the College.

Workload

Part-time (0.345FTE).

This position operates two (2) days per week during term time, 8am to 4pm, 40 weeks of the year including all weeks of the school terms and any school breaks necessary to make up the 40 weeks. The Design & Technology Technician is required to stand-down on unpaid leave for 7 weeks per year when there is no work available.

Section 4. Remuneration Terms and Conditions

KCEA Inc. Education Assistants and Non-teaching Staff Enterprise Bargaining Agreement 2014-2017.

Section 5. Reporting

Overall responsibility for the College lies with the Principal supported by the Senior Leadership Team (SLT) comprising the positions of Director of Corporate Services, Dean of Secondary, Dean of Primary, Dean of Christian Formation, Director of Community Engagement and the Director of Information Technology.

The Design & Technology Technician will work under the day to day supervision of the Classroom Teacher, who is responsible to the Head of Learning Area (Technology and Enterprise).

Section 6. Responsibilities and Duties

Overview

The Design & Technology Technician provides practical support to the design materials workshop in maintaining machines, hand-tools and workshop equipment used for designing and producing woodwork projects.

Christian Values

The position requires you to be committed to the Christian vision of the College by:

- Celebrating and enjoying being a Christian and being part of a Christian community
- Modelling Christian behaviour, practices and beliefs
- Building cooperative and supportive relationships with staff, students and parents
- Striving for excellence in performance and participation
- Acting in the best interests of the College, the Association and its ethos.

Role

The role of the Design & Technology Technician is to work under the direction and supervision of the Classroom Teacher, to carry out duties listed in order to efficiently and effectively provide support for faculty programmes, and maintain acceptable occupational health and safety standards in the work environment. Inherent in this position is the ability to do bending and heavy lifting, operate electrical and manual tools, and legally operate a motor vehicle. The Technician is expected to conduct their work in a safe manner.

Specific Duties

As directed by the Classroom Teacher, or the Head of Learning Area, carry out the specific duties which include but are not limited to:

- Maintain machines including blade maintenance.
- Maintain hand tools including sharpening.
- Maintain workshop equipment such as vices and tool boxes.
- Pick and or delivery of required consumables.
- Ordering of consumables.
- Cleaning the workshops.
- Cleaning of all pneumatic equipment spray guns and sanders.
- Compressor maintenance.
- Assist in cutting wood for students during the early part of projects.
- Empty vacuum cleaners.
- Build minor room works such as shelving and storage systems.

Section 7. Selection Criteria

Pre-requisites

1. Satisfactory Department of Education Criminal History Clearance no more than 3 months old.
2. Working With Children Check clearance.
3. Written reference from Church Pastor/Minister.
4. Legally entitled to work in Australia with proof of Australian Birth, Citizenship or residency visa details.
5. Personal faith and commitment to the Lord Jesus Christ including regular church attendance and a lifestyle consistent with the expectations of Christian faith.
6. Supportive of the aims, principles and tenets of Kingsway Christian Education Association Inc. at Kingsway Christian College.

Essential

1. To function as a team member, showing initiative and a willing, teachable attitude.
2. To be able to demonstrate effective communication and inter-personal skills.
3. Take responsibility for the occupational health and safety of self and others in the work environment.

Desirable

1. To have relevant experience in a similar position.
2. To hold a trade certificate relevant to the position.

Section 8. Application

Applications must include the following:

- Admin & Support Staff Application Form
- Responses to the selection criteria
- A detailed CV
- Letter of reference from your current Pastor.

The application form and full details of this position are available on the College [website](#) or by contacting HR on 9302 8777 or HR@kcc.wa.edu.au .

Applications Close: 12 noon, Thursday 13 November 2025

Peter Burton

Principal

October 2025