



St Catherine's School
Sydney



TAS Assistant
Permanent part-time (term-time only)



The history of St Catherine's

St Catherine's is Australia's oldest Anglican girls' school from Kindergarten to Year 12, catering for boarders from Year 7. Our purpose is to develop young women of character and intellect who are equipped to make their unique contribution to the world. For over 168 years we have welcomed all backgrounds, faiths and abilities, acknowledging that diversity enriches our community. At St Catherine's each girl discovers her passions and develops her skills within a beautiful environment that overlooks Sydney's iconic eastern suburbs beaches.

Active support for the Christian character and purposes of the school is essential.

CV and letter of application should be addressed to human resources.

Please apply via seek by 10 January 2025- interviews may take place before closing date.

This position requires the successful applicant to have a Working with Children Check in accordance with the Child Protection (Working with Children) Act 2012.

Details of how to apply are available at www.ocg.nsw.gov.au



St Catherine's School, Sydney

Our identity

We are an Anglican school educating young women for life.

Our purpose

To develop young women of character and intellect who make their unique contribution to the world.

We value

Integrity • Courage • Relationships • Service.

Active support for the Christian character and purposes of the school is essential.

CV and letter of application should be addressed to human resources.

Please apply via seek by 10 January 2025- interviews may take place before closing date.

This position requires the successful applicant to have a Working with Children Check in accordance with the Child Protection (Working with Children) Act 2012.

Details of how to apply are available at www.ocg.nsw.gov.au



Primary purpose

Position:	TAS Assistant
Responsible to:	Headmistress
Reports to:	Head of Technologies
Effective date:	January 2025
Details:	Permanent part-time role (20 hours per week)
Position summary:	Support the Technologies department through maintenance and preparation of all materials and supplies for the department.

Active support for the Christian character and purposes of the school is essential.

CV and letter of application should be addressed to human resources.

Please apply via seek by 10 January 2025- interviews may take place before closing date.

This position requires the successful applicant to have a Working with Children Check in accordance with the Child Protection (Working with Children) Act 2012.

Details of how to apply are available at www.ocg.nsw.gov.au



Major responsibilities

Duties and responsibilities:

- Ensure equipment and food is prepared prior to the lesson and available for the commencement of all classes
- Set out food for each practical activity and teacher demonstrations, including the portioning of foods according to the recipe
- Keep the kitchens organised and clean after practical lessons, and thorough cleaning at the end of each term
- Maintain and update recipe folders
- Organising and preparing textiles resources for practical lessons
- Maintenance and set up of 3D printer and laser cutter
- Purchase materials and supplies for the Technologies department
- Support other Technologies classes
- Work collaboratively and communicating with teachers and staff

Uphold and promote high standards in all areas of endeavour

Active support for the Christian character and purposes of the school is essential.

CV and letter of application should be addressed to human resources.

Please apply via seek by 10 January 2025- interviews may take place before closing date.

This position requires the successful applicant to have a Working with Children Check in accordance with the Child Protection (Working with Children) Act 2012.

Details of how to apply are available at www.ocg.nsw.gov.au

Other duties

- To comply with the schools' policies and procedures as well as health and safety requirements
- To participate in any training when required
- Attend after hour meetings and events as required
- Warden responsibilities as required

Undertake other duties as required by the headmistress or her delegate

Active support for the Christian character and purposes of the school is essential.

CV and letter of application should be addressed to human resources.

Please apply via seek by 10 January 2025- interviews may take place before closing date.

This position requires the successful applicant to have a Working with Children Check in accordance with the Child Protection (Working with Children) Act 2012.

Details of how to apply are available at www.ocg.nsw.gov.au



Selection criteria

The success candidate will possess the following core competencies:

- Excellent communication and interpersonal skills
- Positivity and a high level of emotional intelligence
- Ability to work autonomously and proactively but also as part of a team
- Skills in problem solving, giving guidance and direction
- Ability to function effectively in a dynamic, creative environment
- Maintaining loyalty, confidentiality and support for the school
- Experience in a similar role or working within a school advantageous
- Willingness to actively support the Christian ethos of the school.

Active support for the Christian character and purposes of the school is essential.

CV and letter of application should be addressed to human resources.

Please apply via seek by 10 January 2025- interviews may take place before closing date.

This position requires the successful applicant to have a Working with Children Check in accordance with the Child Protection (Working with Children) Act 2012.

Details of how to apply are available at www.ocg.nsw.gov.au



Staff benefits

- Employee Assistance Program (EAP) counselling service
- Professional development workshops and seminars
- Annual research scholarships for academic and professional staff
- Microsoft computer for academic staff whilst employed at the school
- IT support provided by ICT Learning and Teaching Facilitators
- Free influenza vaccinations
- Staff Association membership includes invitations to social occasions
- Salary packaging and novated leases available through preferred suppliers
- Voluntary superannuation and option to nominate personal superannuation fund
- Use of the school's gym and aquatic facilities
- Access to school Research Centre
- Access to school deli to order lunch daily

Active support for the Christian character and purposes of the school is essential.

CV and letter of application should be addressed to human resources.

Please apply via seek by 10 January 2025- interviews may take place before closing date.

This position requires the successful applicant to have a Working with Children Check in accordance with the Child Protection (Working with Children) Act 2012.

Details of how to apply are available at www.ocg.nsw.gov.au



 StCatherinesSchool

 @stcatherinessyd

 @StCatherinesSyd

 www.linkedin.com/school/st-catherine's-school_2/

 StCSchoolWaverley

 WeChat ID scs2024



For more information visit

St Catherine's School
26 Albion Street Waverley NSW 2024 Australia
e: stcaths@stcaths.nsw.edu.au t: +61 2 8305 6200 w: www.stcatherines.nsw.edu.au

CRICOS 02322K | ISSN 2205-0396