



St Catherine's School  
Sydney



STEM/Technology Assistant  
Permanent full-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 24 February 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](http://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.

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## Primary purpose

**Position:** STEM/Technology Technician

**Responsible to:** Headmistress

**Reports to:** Director of Stem and Innovation

**Effective date:** February 2025

**Details:** Permanent full-time (Term-time only)

**Position summary:** The STEM/Technology Technician will be responsible for the set-up, management and maintenance of the equipment across the School's STEM and Technology faculties.

Whilst experience in the use and maintenance of STEM/Technology machinery is advantageous, full training will be provided to the successful candidate.

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# Major responsibilities

## Manage STEM Equipment

- Maintain, organise and pack away STEM equipment in the various STEM spaces.
- Ordering and maintenance of equipment inventory.

## Manage and Operate 3D printing

- Conduct 3D printer maintenance as per schedule across all facilities
- Setup, monitor and remove 3D prints as required
- Maintain and record inventory of 3D printer filaments.

## Manage and Operate Laser Cutting

- Maintain and perform general maintenance.
- Setup and monitor any laser cutting as needed.
- Monitor and maintain material station.

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### Manage and Operate CNC machine

- Setup and monitor items for machining.
- Maintain and perform general maintenance.
- Monitor and maintain material station.

### Uphold and promote high standards in all areas of endeavour

#### 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

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# 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.

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# 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

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 StCatherinesSchool

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 [www.linkedin.com/school/st-catherine's-school\\_2/](http://www.linkedin.com/school/st-catherine's-school_2/)

 StCSchoolWaverley

 WeChat ID scs2024



For more information visit

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