

## POSITION DESCRIPTION

### STEM ASSISTANT - TRAINEE

CLASSIFICATION	TIME ALLOCATION	REPORTS TO:
Education Support Officer Category: C Level: 1 - 1	Full time (38 hours per week)	Head of Digital Learning Head of Design and Technology
APPOINTMENT TERMS		
<ul style="list-style-type: none"> <li>The conditions of the Catholic Education Multi Enterprise Agreement 2022 apply to this position</li> <li>Fixed Term</li> </ul>		
ABOUT THE ROLE		
<p>At Loyola STEM subjects include but are not limited to Science, Computing, Robotics, Systems Engineering and Mathematics. The STEM Assistant will work at the direction of the Head of Digital Learning and the Heads of Science, Mathematics and Design &amp; Technology. The assistant will support classroom teachers to implement an innovative, safe and contemporary approach to STEM by managing resources, providing technical expertise, and undertaking administrative responsibilities.</p>		

## KEY RESPONSIBILITIES:

### 1. SUPPORT OF LOYOLA COLLEGE'S LEARNING AND TEACHING PROGRAM

- Provide technical expertise and operational support alongside staff and students during STEM classes, including advice and support to staff and students, and the provision of materials.
- Set up practical learning activities for STEM classes, including equipment such as 3D printers, robots and robotics kits, VR headsets and other equipment.
- Clean and pack-up and learning resources as required.
- Assist teaching staff with setting-up displays for Open Day, Information Evenings and other public-facing events.
- Assist Heads of Learning with incursions and other extra-curricular activities and learning experiences such as STEM Days.
- Support STEM activities in Loyola's co-curricular program, including STEM club, e-sports and other STEM related co-curricular activities.

## 2. MANAGEMENT OF RESOURCES

- Prepare, maintain and store STEM equipment in a state of readiness, including charging, calibrating, and repairing STEM equipment. STEM equipment includes but is not limited to Laser engraver, JD Robots, 3D Printers, DJI Drones, Sphero Bolts, Do Bot Robotic Arm, other robots, XY Plotters, Virtual Reality equipment and other equipment.
- Perform routine inspections, follow maintenance schedules, organize support and liaise with external professionals to ensure STEM equipment is maintained in a state of readiness
- Develop and maintain records of STEM equipment and learning resources.
- Conduct regular audits of STEM equipment and learning resources.
- Monitor and restock consumable STEM equipment as required.
- Procure and install replacement parts as required.
- Support Heads of Learning in the procurement and implementation of new STEM equipment and learning resources
- Provide additional ICT Level 1 technical support during peak periods such as the start of year/term, Year 7 digital device handover, NAPLAN testing and other occasions.
- Operate and maintain 3D Printers across the Campus.

## 3. OCCUPATIONAL HEALTH AND SAFETY

- Assist Head of Digital Learning and Heads of Learning in the development and implementation of OHS policies and procedures related to STEM equipment and learning spaces.
- Maintain clean, organized and functional learning spaces ensuring that equipment is both secure and readily accessible as required.
- Oversee the safe operation, service and maintenance of STEM plant and large equipment
- Create resources to support best practice and OHS practices relating to the use of STEM equipment and learning resources, including appropriate signage and markings.
- Attend personal development and undertake certifiable training to ensure compliance with OHS standards in the use of STEM equipment.

## PERSONAL TRAITS:

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- Strong interest and understanding of STEM and STEM equipment.
- Demonstrated experience working with STEM equipment.
- Strong organisational skills, flexibility, and the ability to work with changing priorities.
- Demonstrated computer skills including a working knowledge of spreadsheets and word processing.
- Demonstrated organisational and time management skills and ability to work independently and as a team.
- Certificate IV in Laboratory Techniques, IT or equivalent qualification desirable.

## SPECIFIC SKILLS:

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- Technical aptitude and a willingness to undertake professional learning and development.
- Excellent problem-solving skills and attention to detail.
- Effective communication and interpersonal skills.
- Enthusiasm for hands-on work and a commitment to safety protocols.
- Good computer skills and literacy, with a working knowledge of computer programs such as Office 365 and other software used in conjunction with STEM equipment

## HOURS OF DUTY:

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Monday to Friday - Full Time (38 hours per week)

## SALARY, CONDITIONS & BENEFITS:

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- The conditions of the Catholic Education Multi Enterprise Agreement (CEMEA) 2022 apply to this position
- Education Support, Category C
- Level: One

## OUR VISION:

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*Loyola, as a Catholic co-educational College in the Ignatian tradition, seeks the education of the whole person and strives to ensure that each student achieves his or her unique potential.*

*We aspire to develop articulate, adaptable, discerning and confident young men and women of conscience committed to living the values of Jesus Christ in a global community.*

*As a community we recognise that this is best achieved in a welcoming and collaborative environment committed to **Justice, Mercy and Faith**.*

## CHILD SAFETY:

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The successful application is required and expected to be familiar and comply with the College's Commitment to Child Safety, Child Safety and Wellbeing Policy, and Child Safety Code of Conduct Policy and any other policies or procedures relating to child safety

Loyola College has a zero-tolerance policy for child abuse and is committed to promoting child safety, children's wellbeing and protecting children from abuse. Ministerial Order 1359 requires Loyola College to implement child safety standards and to accommodate and take the needs of all children (including but not limited to: Aboriginal and Torres Strait Islander children, children from culturally and linguistically diverse backgrounds, children with disabilities and children who are vulnerable) into account when creating a child safe environment.

## VERSION:

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February 2026

