

CLASS PREPARATION ASSISTANT – HAIR & BEAUTY THERAPY

BRANCH/UNIT	Hair and Beauty		
TEAM	Tourism and Experience Services; Creative and Design Ideations		
LOCATION	Wagga Wagga		
CLASSIFICATION/GRADE/BAND	TAFE Worker Level 2		
POSITION NO.	80010939		
ANZSCO CODE	451812	PCAT CODE	TBA
TAFE Website	www.tafensw.edu.au		

1. ORGANISATIONAL ENVIRONMENT

TAFE NSW's purpose is to skill the workforce of the future. It is Australia's leading provider of vocational education and training with over 500,000 annual enrolments and a proud history for setting the benchmark for quality service. As the NSW public provider, it supports the NSW Government's priority to grow skills for the economy and jobs of tomorrow. Critically, TAFE NSW plays a vital role in providing vocational education in rural and regional NSW, and job training pathways for the most vulnerable in the community.

TAFE NSW offers the best of campus-based delivery as well as flexible, online and work-based learning. The TAFE NSW values of Customer First, Collaboration, Integrity and Excellence guide our team in strengthening communities, delivering world-class training for our students and producing job ready graduates for employers. The operating environment for TAFE NSW is dynamic as we leverage our scale, expertise, passion and reputation to meet the rapidly changing VET landscape.

TAFE NSW is committed to its students and customers and the role it plays in changing lives and opening up opportunities through learning.

2. POSTION PURPOSE

The role of the Class Preparation Assistant is to support the teaching effort in the provision of a customer focused, high quality, welcoming learning environment and commitment to the continuous improvement of the Campus/Institute performance.

3. KEY ACCOUNTABILITIES

The Class Preparation Assistant will seek to achieve these objectives by:

1. Maintaining and cleaning of materials cupboards, benches, fixtures, furniture, tools, machinery and equipment in classrooms, salons and stores area/s.
2. Receiving goods from suppliers and ensuring quantity and quality are correct.
3. Ensuring the availability of necessary stores and class materials for salons/practical class excursions.
4. Preparing aids and materials required for use by students and staff for the conduct of classes.
5. Receiving, recording and storage of aids and materials returned from classes.
6. Monitoring of materials usage and recommending re ordering.
7. Observing safe working practices at all times, reclaiming and recycling of materials as required and ensuring adherence to relevant policies, procedures and legislation and the Campus Institute Environmental Management Plans.
8. Preparing towels, capes, etc. for dispatch to laundry.
9. Assisting in stocktaking processes.
10. Assisting as required with Campus wide activities and during critical/peak periods and special events such as enrolments, prize/award functions, exhibitions etc.
11. Apply the principles of Equal Employment Opportunity (EEO), Work Health & Safety (WHS), ethical practice, Ethnic Affairs Priorities Statement (EAPS) and other legislative requirements.
12. Contribute to the development and maintenance of the Institute ISO9001 quality systems and ensure compliance to Australian Quality Training Framework in areas of relevant responsibility.
13. Performing other duties as appropriate to classification.

4. ESSENTIAL REQUIREMENTS

1. Experience with general cleaning duties.
2. Effective communication, organisational and customer service skills.
3. Experience in stock control ordering receipting storing and issuing equipment and supplies.
4. Ability to maintain accurate records.
5. Proficient use and knowledge of Microsoft Office tools (Word, Excel, Outlook etc)
6. Ability to meet deadlines and use office equipment.
7. Ability to work independently and as part of a team.
8. Industry knowledge of Hairdressing and/or Beauty Therapy.

Shift work is required