Wollondilly
Anglican College

Workshop Assistant (Permanent Part-time)
(To commence in 2027)

The College is seeking applications from committed Christians with a workshop skillset to perform the following tasks under the supervision and direction of the TAS Leader of Learning and Teachers:

Job purpose: To assist the College TAS Team in maintaining the workshop, equipment and tools to enable the workshop to operate at the highest level of efficiency.

Reports to: Leader of Learning - TAS

Classification: Classroom Support Services Level 3.1 Independent Schools NSW (Professional and Operational Staff) Cooperative Multi-Enterprise Agreement 2025

Status: Part Time – 2-3 days per week (Term Time). Days negotiable

Key responsibilities and accountabilities:

- Preparation of equipment and materials for daily lessons according to orders and in consultation with teaching staff
- Maintenance and stock control of timber, resources and equipment and machines in the workshop
- Placing, purchasing and pickup of orders for workshops including hardware and consumables
- Upkeep of cleanliness of workshop and associated teaching spaces
- Sharpening of hand tools and overseeing machine maintenance, operation and safety
- Other duties as requested by the TAS Coordinator

Person Profile:
A Christian person who is team oriented, discreet, driven, able to exercise initiative, reliability, patience, empathy, friendliness and is flexible and willing to consider further study if the opportunity presents.

Specific Job Skills:

- Knowledge of and ability to operate most or all of the following - disc sander, drill press, table saw, drop saw, router table, mortiser, cnc router and laser and 3D printers
- Stock control and ordering
- Ability to plan, organise, prioritise and problem solve
- Ability to work independently and without supervision
- Ability to communicate with a broad section of the local community
- An understanding of the expectations relating to Child Protection in a school environment

Minimum Qualifications:

- Hold a current Working with Children Check

Applications should include a reference or referee details from the Minister of the Church they currently attend.

Wollondilly Anglican College is committed to upholding child-safe principles and ensuring the well-being of all students. We adhere to the Child Safe Standards and require all staff to actively contribute to a culture of safety, respect, and care. Successful applicants must support these values and comply with all relevant child protection policies and legislation. Interested applicants are encouraged to apply early as we may commence the interview process prior to the closing date. Applications will close when a suitable candidate is found and the position will be removed from our website.

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Applications close Monday, 02 November 2026.

Wollondilly Anglican College

For Christ's Glory

INFORMATION FOR APPLICANTS

ABOUT THE COLLEGE

Wollondilly is a co-educational Christian College operated under the auspices of the Sydney Anglican Schools Corporation and governed by a College Council.

In 2004, 136 students were enrolled on day one from Years K-7. The College rapidly began to enjoy a reputation in the local community as a preferred institution of excellence in Learning, Care and Culture. Growth currently continues to exceed expectations. Now, the College has a student population of approximately 1300 from Pre-Kindergarten to Year 12 and has consistently been one of the fastest-growing independent schools in New South Wales.

EDUCATIONAL PHILOSOPHY

Wollondilly Anglican College is founded on a Christian philosophy of education and is strongly supported by local congregations. Staff, likewise, have a commitment to actively supporting local churches.

The College is renowned as a Christ-centered, disciplined learning environment where meeting the academic, spiritual, social, creative, physical and pastoral needs of students, staff and the College community is both a central feature and continuing priority. It will remain as accessible, Anglican, T-12, co-educational and comprehensive.

A strong focus on pastoral care at the College serves to build, reflect and support a sense of family. Discipline problems are minimised by a proactive focus on developing a sense of self-worth and respect for others, enabling each student to proactively engage life and the workforce with confidence, rather than respond defensively to situations and events.

The learning environment emphasises the technological and research skills necessary for information gathering and promoting a love of learning. Curriculum determination, assessment and reporting policies are reflective of the abilities of the students, the expectations of the College community, the parameters determined by the NESA and consideration of the balance between predetermined funding constraints with the provision and continuance of diverse alternatives. Whilst pursuit of excellence is determined for each student according to his or her own God given gifts, the College also has a strong focus on academic results. Students have achieved National and International recognition in Academic disciplines, the Creative and Performing Arts and Sport.

Parental and staff involvement in fundraising and working bees is encouraged by an active P&F. A regular system of open communication has been established, including a student diary, weekly newsletter and parent information evenings. The College is an integral part of the local community through the initiation and nurture of strong links with the media, business leaders, political representatives, local and regional Anglican churches, churches of other denominations and community organisations.

COLLEGE STRUCTURE

With a focus on fostering excellence in education and building a strong, caring community, our leadership team works collaboratively to ensure that every student's potential is realised and that the College continues to grow as a place of faith, learning and opportunity.

Mr Trevor Norman
College Headmaster

Mr Paul Burns
Deputy Headmaster

Ms Jacqui Huxtable
Head of Primary

Mr Liam Toland
Head of Secondary

Mr Stuart Houweling
Director of Care & Culture 7-12

Mrs Kelly Evans
Director of Teaching & Learning 7-12

Mr Geoff Adams
Business Manager

LOCATION & BUILDINGS

The College consists of spacious permanent buildings set in natural bushland on the Western side of Remembrance Drive between Tahmoor and Bargo. Rooms are purpose-built and air-conditioned. There are no portable/temporary classrooms.

There are currently seven Libraries in addition to designated faculty buildings. A separate semi-university style Senior Precinct caters for the Collegiate Years (11 and 12).

APPLICATIONS

Applications should be submitted with:

- A completed "Application for Employment".
- A copy of your Curriculum Vitae (CV).
- Contact details for three supporting referees (eg character, Church, Professional).

Applications should be addressed to:
The Headmaster
Wollondilly Anglican College Locked Bag 1011
TAHMOOR NSW 2573

Or by email to employment@wac.nsw.edu.au (most important - please scan and email documents as one PDF where possible) .

Please click here to view the current privacy policy.

Wollondilly
Anglican College

The Anglican Schools Corporation

APPLICATION FOR EMPLOYMENT

Independent Schools NSW (Support and Operational Staff) Multi-Enterprise Agreement 2017

This application should be supported by a letter addressing the criteria/position requirements.

☐ Permanent ☐ Temporary ☐ Casual

1. SCHOOL AND POSITION

Position of:

Name of School:

2. PERSONAL DETAILS

Surname:

Given name/s:

Preferred Name:

Title: Date of birth: Sex:

Former names (if applicable):

Permanent address:

Postcode:

Address for correspondence:
(if different from above)

Postcode:

Telephone numbers:

Private: Work:

Mobile:

Email:

Country of Citizenship:

Australian Resident: ☐ YES ☐ NO If NO, please attach copy of Working VISA

Church currently attending:

How long:

WWC Clearance Number:

WWC Expiry Date: WWC Verification Date: **Office Use Only**

Updated August 2021

3. EDUCATION AND TRAINING

SECONDARY EDUCATION

Highest Award	School Attended	Year of Award

TERTIARY EDUCATION

Name and Location of Institution	Years of Attendance	Award Conferred	Date Conferred

RELEVANT TRAINING OR DEVELOPMENT (in general, within the last 3 years)

Name and Location of Institution	Years of Attendance	Award Conferred (if applicable)	Date Conferred

4. EMPLOYMENT HISTORY

PRESENT EMPLOYMENT:

Name of Employer:

Address of Employer

Postcode:

Name of Manager:

Commencement Date:

Current Position:

Other Position(s) Held with Present Employer:

Current Salary:

PAST EMPLOYMENT: (in reverse order from most recent employer)

From	To	Name and Address of Employment	Full-Time/Part-Time/ Casual	Years Completed

5. DECLARATION

Do you have any illness/injury/health problem that may render you unable to carry out the inherent requirements of the position? ☐ **Yes** ☐ **No**

If you have answered Yes to the above question, please attach details.

I certify that the information provided by me in this application form is correct and I understand that deliberate inaccuracies or omissions may result in non-acceptance of this application and/or the termination of any employment that may be offered.

APPLICANT'S SIGNATURE

DATE

8. ATTACHMENTS

Listed below are documents relevant to your application. Please submit copies that have been verified as true copies of the original by either a Justice of the Peace or a Solicitor.

Please note that copies are required of all applicable documents. Please tick where attached.

☐ 1. '100 point' proof of identity (e.g. passport, birth certificate & licence/Medicare card)

☐ 2. Proof of citizenship / Australian residency (e.g. birth certificate, passport, visa)

☐ 3. Details of any relevant illness/injury

☐ 4. Working with Children Check Clearance number

☐ 5. Copy of Working VISA if applicable

☐ 6. Copy of COVID-19 Digital Certificate

☐ ***Please return my documents, as appropriate, if my application is unsuccessful.***

How did you hear about this role?

The Anglican Schools Corporation

Anglican Schools Corporation Employment Application Collection Notice

1. In applying for a position with Anglican Schools Corporation (ASC), whose operations includes schools that are listed on the ASC website (www.tasc.nsw.edu.au), you will be providing ASC with personal information. We can be contacted at Level 3, 4-8 Woodville Street, Hurstville NSW 2220, 02 8567 4000, enquiries@tasc.nsw.edu.au .
2. We collect your personal information directly from you (for example, your name and address or information contained on your resume). We may also collect it from other sources (such as your referees and the results of other background and working with children checks). We collect the information in order to assess your application for employment. We may keep this information on file if your application is unsuccessful in case another position becomes available.
3. The ASC Privacy Policy, accessible on the ASC website, contains details of how you may complain about a breach of the Australian Privacy Principles and how you may seek access to and correction of your personal information which ASC has collected and holds. However, access may be refused in certain circumstances such as where access would have an unreasonable impact on the privacy of others or where ASC is otherwise required or authorised by law to refuse access. Any refusal will be notified in writing with reasons (unless, having regards to the grounds for refusal, it would be unreasonable to provide reasons).
4. We will not disclose this information to a third party without your consent unless otherwise permitted.
5. We are required to collect information under child protection laws. We may also collect personal information about you in accordance with these laws.
6. ASC may use online or 'cloud' service providers to store personal information and to provide services to ASC that involve the use of personal information, such as email services. Some limited personal information may also be provided to these service providers to enable them to authenticate users that access their services. This personal information may reside on a cloud service provider's servers which may be situated outside Australia. Further information about ASC use of on online or 'cloud' service providers is contained in the ASC Privacy Policy.
7. If you provide us with the personal information of others, we encourage you to inform them that you are disclosing that information to ASC and why.

September 2021