



TAS Workshop Assistant

James Sheahan Catholic High School, Orange

Permanent | Part-time (28 hours per week)

Commencing Term 1, 2026

Salary ranging from \$32.10 to \$41.97 based on experience

Access to Fitness Passport & Salary Packaging

About the Role

James Sheahan Catholic High School is seeking an enthusiastic and reliable TAS Workshop Assistant to join the Technology and Applied Studies (TAS) Department. This position is a hands-on role, ideal for someone who enjoys working with tools and machinery and takes pride in maintaining a well-run learning environment.

Key responsibilities:

- Assist TAS staff in the preparation and setup of materials and workspaces.
- Move, organise, and store workshop supplies and equipment.
- Maintain workshop cleanliness and assist in resetting areas after lessons.
- Perform minor carpentry, painting, and general repair tasks as required.
- Dispose of waste and debris safely and responsibly.
- Safely operate and maintain workshop machinery and tools.
- Conduct basic maintenance and report equipment or building issues promptly.
- Report hazards and assist in implementing safety controls.

[Formal position description can be found by clicking here](#)

About You

- Demonstrate a commitment to the ethos of the Catholic faith and mission of the school.
- Strong communication and interpersonal skills.
- Highly organised with attention to detail.
- Demonstrated experience in manual work and the safe operation and maintenance of tools and equipment in compliance with WHS regulations.
- Willingness to support staff and students and work collaboratively as a team member of the school community.
- Willingness to use own vehicle for local pickups and hold a current driver's licence.
- Trade experience and/or qualification would be beneficial.

Why Work with Us?

- Supportive school community
- Career growth - access to professional development and mentoring programs to help you thrive
- Diverse opportunities
- Work-life balance - enjoy the balance of fulfilling work with lifestyle-friendly benefits
- Access to Fitness Passport & salary packaging

[Click here to find out more about Orange, NSW.](#)

About Us

Responsible for 33 schools, approximately 9,600 students and 1,700 staff, Catholic Education Diocese of Bathurst (CEDB) is encompassed by the Blue Mountains, Warrumbungle Ranges, the Pilliga, Macquarie River, Lachlan River, Abercrombie River and the Jenolan State Forest. The Diocese covers 103,680 square kilometres, comprises of Three Traditional Nations: the Wiradjuri, Gamilaraay/Gomeroi, and Wailwan nations and boasts the beauty of the central west and orana regions of NSW. A diversity of opportunities awaits you.

Established in 1976, James Sheahan Catholic High School is named for James Sheahan, an influential Catholic priest who played a significant role in the development of Catholic education in the region.

At James Sheahan Catholic High School, we believe in holistic education. Alongside academics, we encourage students to participate in extracurricular activities such as sports, performing arts, public speaking, and community service. Our aim is to create a nurturing environment where students feel valued, respected, and safe. We actively engage with the local community and promote social responsibility through community service programs.

[Click here to find out more about James Sheahan Catholic High School, Orange.](#)

How to Apply

To apply - <https://positions.bth.catholic.edu.au/en/listing>. If you're looking to make the next step in your teaching career, we would like to hear from you! Click "Apply" to be taken to our online application portal where you will be asked to complete our online application form. All applications will require:

- An updated CV/Resume

- A cover letter addressing the selection criteria outlined in the “About You” section of this advertisement
- Contact details of appropriate referees
- All supporting documentation (statements of service, transcripts, identification, WWCC etc)

Applications must be submitted by 11:55pm on 14 November 2025.

Please note that the CEDB intends to fill this vacancy as quickly as possible and therefore will close the job as soon as the right candidate is found. We encourage you to apply right away!

A talent pool may be created for future ongoing and temporary roles, valid for a period of 12 months.

Further details of this position can be obtained by contacting Mrs Linda Chaim, Executive Assistant at l.chaim1@bth.catholic.edu.au.

CEDB is committed to instilling Safe Child standards in all our schools and CEDB with an understanding that keeping children safe is the responsibility of everyone within our school community.

A valid Employee Working with Children Check is required for this position.

Child Protection legislation requires preferred applicants to be subject to employment screening.

Catholic Education Diocese of Bathurst is an equal opportunity employer.