

## Job Description and Person Specification

**Inclusive, Collaborative, Ambitious**

<b>Job Title:</b>	Technician (Food Technology)
<b>Responsible to:</b>	Head of Department (Technology) & Technology (Food) Teacher
<b>Terms and Conditions:</b>	Hours of work: 25 hours per week, 39 weeks per year (term time + 1 week). Scale: Grade D

### Core Responsibilities

The purpose of the role is to assist the teaching staff in providing a safe and efficient service for pupils.

Under the direction of the teaching staff to undertake preparatory work, maintenance and storage of equipment as appropriate and to ensure that tasks are carried out as defined in accordance with the appropriate policies and procedures.

The main duties will be:

- Supporting the subject teacher in ensuring that the food room is prepared for lessons.
- Ensuring that all equipment is regularly cleaned and maintained to a high standard, reporting promptly to the subject teacher any concerns, and notifying the site / IT teams through the online reporting system any site / IT maintenance requests, and liaising with other technicians as appropriate.
- To ensure that teaching rooms are prepared for the afternoon teaching sessions in a timely manner, including, but not exclusively, ensuring work tops are sanitised, floors are swept and bins emptied.
- Ensuring that classrooms, catering rooms and store rooms within the department are maintained to a high standard and adhere to food safety and hygiene procedures.
- On-going monitoring and timely ordering of general stock and ingredients as approved by the subject teacher, ensuring value for money.
- Completing regular stock rotation to ensure good standards of food safety and hygiene.
- To wash and dry laundry, ensuring aprons, dish cloths, oven gloves etc., are available for pupils.
- Preparation of ingredients and equipment for food demonstrations and science investigations.
- To ensure that pupil stations are fully equipped, and equipment is stored according to equipment plans provided by the subject teacher and equipment is in good order.
- Ensure that fridges, chillers and freezers are regularly cleaned and at the correct temperature.
- Support the subject teacher during Key Stage 3 and 4 practical lessons to ensure pupils are focused and on task, and get the most out of the learning experience.

- To assist pupils with the safe and appropriate storage of ingredients / boxes brought into the department ensuring that these are named.
- Complete basic ICT tasks such as ordering certificates, downloading and storing of departmental photograph library.
- To create displays in the classrooms and foyer area for events, activities and pupil information.
- To assist with the development and creation of resources.
- To support within the Technology department as required within the grade and scope of the post, and as appropriate to the competencies of the post holder and with appropriate training and support.
- Any other duties as may be reasonably requested.

### Other Responsibilities

- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

### Safeguarding, Health and Safety

- Undertake training and act as a First Aider for the School as required.
- Undertake their duties in accordance with Health and Safety at Work policies and procedures and take reasonable care of their own health and safety and any other person who may be affected by their acts or omissions at work in accordance with Health and Safety legislation.
- Cooperate with the Trust in so far as is necessary to enable it to comply with its duties under relevant Health and Safety legislation
- The Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expect all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring Service checks along with other relevant pre-employment checks.

### Continuing Professional Development

- Keep abreast of developments in their own area of expertise and undertake professional development opportunities where identified and approved, subject to funding, to ensure continued effective performance in the role

Key Areas of role	Specification	Essential	Desirable
Qualifications	GCSE Grade 4 or above in English and Maths (or equivalent) sufficient to follow written instructions, safety guidance and record information clearly.	X	

	<p>Level 2 or 3 qualification in Food Technology, or Hospitality and Catering, Science, Design and Technology or related vocational course.</p> <p>Current food hygiene and safety training, or willingness to complete this promptly on appointment.</p> <p>First Aid at Work Qualification.</p> <p>Willingness to undertake training relevant to the role.</p>	<p>X</p> <p>X</p> <p>X</p>	<p>X</p> <p>X</p>
<b>Skills, knowledge and aptitudes</b>	<p>Experience of working in a practical, service, catering or classroom environment where food safety and hygiene principles, cleanliness, safety and organisation are critical.</p> <p>Experience of following set procedures and routines accurately (e.g., cleaning schedules, stock control, basic record keeping).</p> <p>Experience of working effectively as part of a team.</p> <p>Experience of working with children or young people in a school or youth setting.</p> <p>Experience of supporting practical good or science activities, demonstrations or workshops.</p> <p>Experience of ordering and managing stock, including perishable food items.</p> <p>Ability to follow written and verbal instructions accurately, including recipes, equipment plans and health and safety procedures.</p> <p>IT skills to support with online tasks, ordering resources, downloading and storing photographs, producing resources.</p> <p>Willingness to follow all school policies and procedures.</p> <p>Ability to undertake group demonstrations and support with practical lessons.</p>	<p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p>	<p>X</p> <p>X</p> <p>X</p>
<b>Values</b>	<p>Excellent attention to detail and accuracy, especially in relation to cleanliness, good safety and equipment organisation.</p> <p>Reliable, flexible and able to manage routines so that teaching rooms are prepared in a timely manner throughout the day.</p> <p>Calm, patient and supportive when working alongside pupils in practical lessons, helping them stay focused and on task.</p> <p>Effective communication and problem-solving skills.</p> <p>Able to use initiative within agreed procedures, for example identifying when stock needs re-ordering, equipment needs repair, or cleaning standards need attention.</p> <p>Willingness to take ownership of tasks such as laundry, displays, stock rotation and room preparation to support effective teaching and learning.</p> <p>Ability to behave with integrity and professionalism.</p> <p>Interest in food, nutrition, technology and a desire to support pupils' practical learning.</p> <p>Commitment to the safeguarding and welfare of children and young people and willingness to follow all school and trust safeguarding and health and safety policies and procedures.</p> <p>Willingness to act as a first aider when required.</p>	<p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p>	

This job description is current at the date shown, but in consultation with you, may be changed by the Head of School to reflect or anticipate changes in the job commensurate with the grade and job title.