

Job Description: Technology Technician – Food & Textiles

Reports to: Deputy Head of Creative Arts Faculty

Purpose of the post:

To provide general and practical support for the school in food technology and textiles. Ensuring the curriculum area complies with health and safety regulations at all times. Make a positive contribution to the achievement of the school's aims and support its CHARACTER values.

Core Responsibilities

- Maintaining equipment to be used in lesson, both food and textiles.
- Ordering, preparing and distributing materials for practical lessons.
- Monitoring spending on materials as directed by curriculum leader, including filing invoices.
- Ordering equipment and materials, checking and putting away deliveries.
- Monitoring stock levels.
- Support practical lessons.
- Maintaining order and tidiness.
- Use ICT for data collection and simple administration.
- General filing.
- Classroom support, including displays, storing and removal of work.
- Undertake training and professional development as appropriate.
- Participation in curriculum area meetings as appropriate.
- Maintaining order and tidiness in wider curriculum area.
- Report any concerns about equipment or facilities and follow-up.
- Support annual events such as exhibitions.
- Maintain COSHH records where applicable
- Maintain hygiene and health and safety in food rooms and reporting problems where necessary

Other Responsibilities:

- Providing first aid as a part of the school's first aid rota (training will be provided).
- If suitably qualified, driving the school minibus on departmental trips.
- Support other departments within the faculty (Art, Design Technology, Drama and Music) as required.
- Develop and maintain positive relationships with colleagues, key staff and stakeholders.
- Respect and promote the school's ethos and character values.
- Participate in the staff review and development appraisal process.
- Any other appropriate tasks as delegated by line manager.

Whole School Responsibilities

- To support the school's CHARACTER values, ethos and policies.

Denefield School is committed to safeguarding and promoting the welfare of children and young people. We expect all staff and volunteers to share this commitment.

This job description details responsibilities but is not prescriptive and does not direct any particular priorities or amount of time to be spent carrying out the duties. It is not necessarily a comprehensive definition of the post. This job description may be subject to amendment in order to meet the changing needs of the school, following appropriate consultation.