



Samuel Whitbread Academy Application Pack Food Technician





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INTRODUCTION

Welcome to Samuel Whitbread Academy and the Bedfordshire Schools Trust. Thank you for expressing an interest in our current vacancy.

We have collated this application pack to provide you with all the information you should need to enable you to apply for this role.

However, if you would like any further information or would like to make a visit to our academy, please contact:

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ABOUT BEST

The Bedfordshire Schools Trust (BEST) is a multi-academy trust providing exceptional education across our community of 11 schools and five nurseries.

Since forming in 2016, we have grown significantly into one of the largest trusts in the county. We now educate 8,000 children across the area, from nursery age to advanced level study, and have over 1,000 members of staff.

It is our aim to grow the BEST in everyone, and everything we do is driven by our values. We will:

- Always put children first
- Collaborate to support and compete to challenge
- Provide community-based provision
- Have the courage to be compassionate

Our aims can only be achieved if we recruit, retain and develop the highest quality workforce – and we want those we employ to be valued in the workplace.

As a single employer, we are able to offer all our staff a fantastic range of benefits, including an excellent working environment, opportunities for career development and training, and discounts and deals that will help save you money.

Full details can be found in our BEST People staff benefits brochure, available for download from our MyNewTerm careers page, or on our website at www.bestacademies.org.uk/jobs

The formative years of BEST have been a real success story – and we are looking forward to an exciting future, too.



ABOUT SAMUEL WHITBREAD ACADEMY

Samuel Whitbread Academy is a large, rural upper school with approximately 1,700 students including a Sixth Form approaching 450 students. The school is situated on the outskirts of the town of Shefford, in Bedfordshire, and has all the variety and energy of a fully comprehensive secondary school.

In our most recent Ofsted report (March 2023), we were judged as Good by inspectors. We are committed to continuing our journey to reach Outstanding and are constantly striving to develop our practice and raise outcomes.

The size of the Academy and membership of BEST means that opportunities available to staff are incredibly varied and wide-ranging. We have a growing reputation for developing an exciting and innovative culture of research within the Academy and believe high quality CPD for staff and a focus on workload and wellbeing results in confident, compassionate and happy staff who strive to do their BEST.



HOW TO APPLY

We use an application form, rather than asking for CVs, for most vacancies. This ensures all applicants present their information in the same standardised format and tell us only what we need to know.

Apply online via the MyNewTerm website at www.mynewterm.com before the closing date.

Closing date: Midday on Thursday 25th June 2026

Interview date: Monday 6th July 2026

BEST is an equal opportunities employer and we are committed to encouraging equality, diversity and inclusion among our workforce.

We are committed to safeguarding and promoting the welfare of children. All offers of employment will be subject to satisfactory pre-employment checks and references, including enhanced Disclosure and Barring Service (DBS) clearance.

Strictly no agencies.

We look forward to receiving your application.



JOB DESCRIPTION

Job Title	Food Technician
Based at	Samuel Whitbread Academy
Salary / grade range	NJC Scale 2A Points 3-4 (FTE £24,796 - £25,185 pro rata, actual £21,589 - £21,928)
Responsible to	Head of Design, Engineering & Food Technology and Head of Food Technology
Hours	37.00 hours per week, term-time only to include 5 designated staff training days. Job share considered.

Purpose of Role

As a Food Technician in the Design, Engineering and Food Technology (DEFT) Department, your role is crucial in providing specialised support to ensure the smooth delivery of Food Technology lessons. You will be responsible for practical, administrative, and classroom support, assisting staff and students in food preparation, equipment setup, maintenance, resource management, and creating a safe learning environment. Your enthusiasm for food theory and practical food preparation, along with your flexibility, self-motivation, and reliability, will contribute to the success of the DEFT Department.

Duties and Responsibilities

Practical Room Organisation:

- Maintain an efficient, clean and well-organised practical room suitable for students to cook in safely.
- Prepare and set up equipment and resources required for practical lessons.
- Support teaching staff and students during lessons, offering guidance and assistance.
- Ensure equipment is properly checked, clean, and put away after lessons. Maintenance and checking of specialist technical equipment checking for quality and safety, and reporting repairs and modifications where necessary.
- Monitor and maintain equipment on a regular basis for safe use by students and staff.
- To complete daily, weekly and monthly inspections of rooms & preparation areas.



Cleaning and Safety:

- Follow the cleaning schedule to regularly clean food rooms and food preparation areas, ensuring rooms are kept clean and tidy, and that food rooms comply with Health and Safety regulations.
- Maintain a safe environment by adhering to Health and Safety regulations.
- To report all Health and Safety concerns to the appropriate person in accordance with school policy.
- Organise and store equipment appropriately, ensuring cleanliness and safety standards are consistently met.
- Repair, maintain, and modify equipment as needed, ensuring functionality and safety.
- Maintain a current knowledge of Health and Safety requirements, including attending CPD/training courses as required.

Classroom Support:

- Work alongside Teachers during practical lessons to provide support to students.
- Offer guidance and assistance to students in following recipes, using equipment safely, and understanding cooking techniques.
- Foster a positive and inclusive learning environment, ensuring students' needs are met.
- Support after school clubs and activities where appropriate, under the guidance of class teacher.

Ingredient Management:

- Liaise with the Head of Food and Finance Office to order food ingredients for practical lessons using purchase order forms.
- Maintain total stock control of the food pantry, regularly checking, replenishing and auditing stock to support practical lessons.
- Maintain stock control of the food pantry, ensuring ingredients are within the expiry date and rotated using the first-in, first-out (FIFO) method, complying with Health and Safety regulations
- Regularly check and replenish stock to support practical lessons. Catalogue resources and carrying out audits as required. To record breakages in accordance with school policy and check stock against orders.



Support for the Academy/General Matters:

- To assist Teaching staff with the design of materials, resources and equipment.
- To write, in conjunction with the Head of Department and specialist staff, Risk Assessments for the use of equipment and materials within the department and across the curriculum.
- Contribute to the overall ethos, work and aims of the Department and Academy.
- Attend and participate in meetings as required.
- Participate in training and other learning opportunities and in performance management as required.
- Be aware of and ensure the Department complies with all statutory requirements and procedures in relation to Health and Safety, including monitoring, checking, maintenance of equipment, general record-keeping, etc.
- Maintain confidentiality at all times in respect of school related matters and to prevent disclosure of confidentiality and sensitive information.
- Liaise with all stakeholders internal and external to the organisation as required, promoting the DEFT Department in its best light and in the best interests of BEST at all times.
- To undertake any reasonable duties related to the scope and grading of the role.

Please note, while every effort has been made to explain the duties and responsibilities of the post, each individual task undertaken may not be identified.

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



PERSON SPECIFICATION

Job Title: Food Technician

Attributes	Essential	Desirable
Education and Qualifications	<ul style="list-style-type: none"> • Educated to GCSE level (or equivalent) with English and Maths at A*-C (9-4). • Health and Safety Awareness • General ICT skills 	<ul style="list-style-type: none"> • Current First Aid Qualification
Professional Experience	<ul style="list-style-type: none"> • Relevant experience of food preparation • Experience of working with a range of relevant machinery and equipment 	<ul style="list-style-type: none"> • Previous experience of working in an educational setting.
Professional Skills, Knowledge and Understanding	<ul style="list-style-type: none"> • Ability to organise time and workload efficiently to meet deadlines. • The ability to work independently • A working knowledge of Microsoft Office applications. • Ability to assist in the planning of educational activities. • Knowledge of food ingredient management, including ordering, stock control, and rotation. • Familiarity with equipment setup, cleaning, maintenance and repair in a food preparation environment. • Understanding of health and safety regulations related to food technology. • Strong organisational skills for resource management and maintaining an efficient working environment. • Ability to work collaboratively with teaching staff and students, providing support and assistance. • Attention to detail and ability to follow instructions accurately. • Proficient administrative skills for tasks such as record-keeping and inventory control. • Ability to keep and maintain accurate records. • Well-developed communication skills. 	<ul style="list-style-type: none"> • A working knowledge of BromCom, CPOMS
Personal Qualities	<ul style="list-style-type: none"> • Must have a 'solutions-driven' approach. • Flexibility, self-motivation, and reliability in fulfilling job responsibilities. • Passion and interest in the theory of food and practical food preparation. • Willingness to undertake training • Ability to work effectively as a member of a team 	



Physical	<ul style="list-style-type: none"> • Ability to perform all the physical duties and responsibilities of the post • Ability to perform certain manual handling tasks safely 	
Other	<ul style="list-style-type: none"> • Knowledge of relevant safeguarding/ child protection legislation and best practice • Values and respects the views and needs of children and young people • Appropriate DBS clearance (before post is taken up) 	

We are committed to the safeguarding and promotion of children's welfare and offers of employment are subject to DBS clearance

