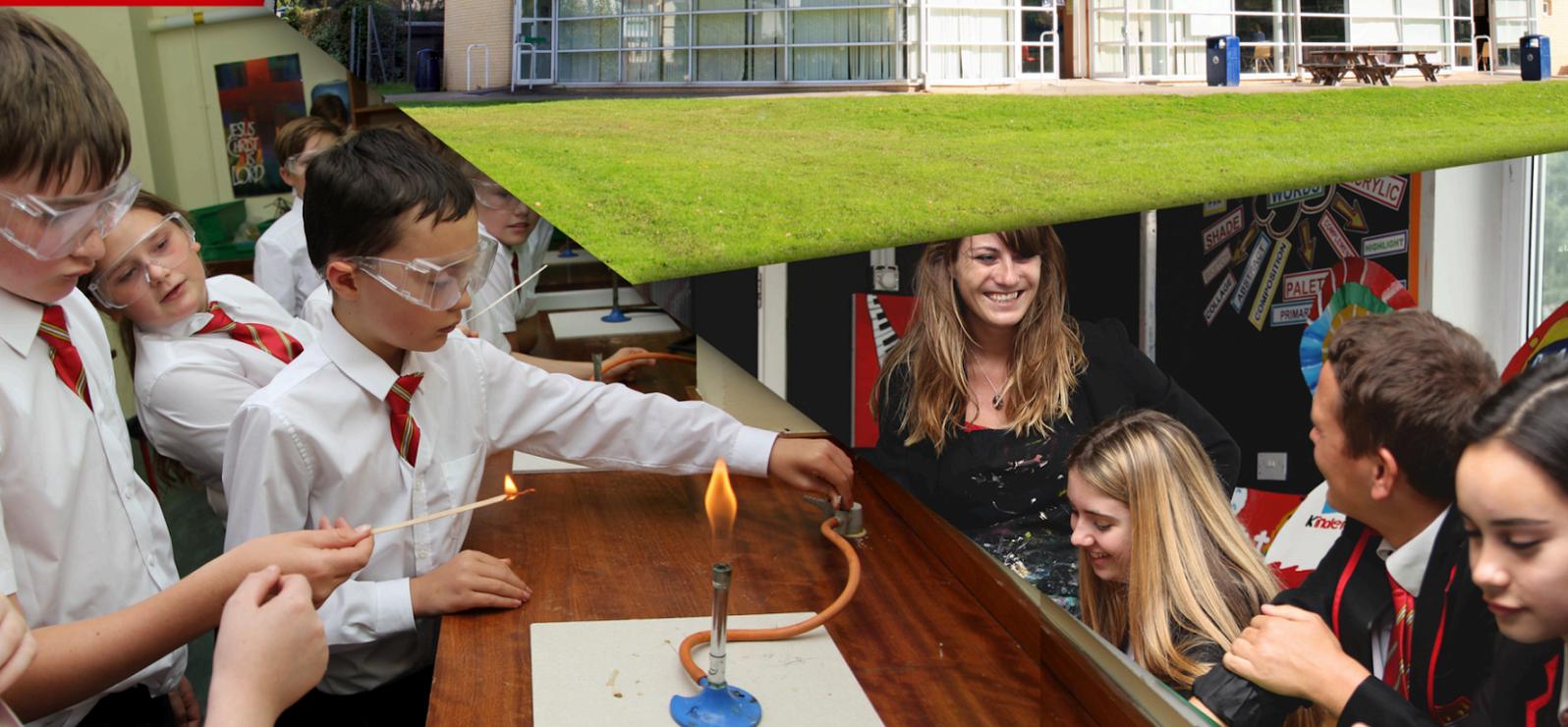




# ST. CUTHBERT MAYNE

*Joint Catholic and Church of England school*

***Job information pack***



# Welcome to St Cuthbert Mayne School

*'Educating for life in all its fullness'*

## Welcome from the Headteacher

Thank you for your interest in the advertised post of Food & Textiles Resources Technician at St Cuthbert Mayne School. This is a permanent term time only contract.

The purpose of this role is to support the Curriculum Leader, Dept staff and students in the D&T: Food and Textiles Curriculum area to achieve their best and be successful in a well organised, efficient and safe teaching environment. To support the staff to deliver excellent teaching and learning opportunities for all students across KS3, KS4 and KS5. To support the school core values of Compassion, Creativity, Courage and Integrity and the school mission to live life in all its fullness.

We are looking for someone who:

- A team player always willing to help and support
- A knowledge and understanding of the Food and Textiles area of Design and Technology
- Is able to generate a sense of confidence and enthusiasm for the subject
- Building strong relationships with staff and students.
- Effective communication including good listening skills
- An excellent understanding of Health and Safety
- Attention to detail

Regardless of your role in school, we are committed to developing all our staff through regular coaching and a wide range of professional development opportunities both in school and through external partners such as the South West Institute for Teaching (SWIFT) . We also work in partnership with Education South West (ESW) as part of a strong family of schools.

If you are passionate about making a difference to the life chances of our children then we want to hear from you!

## **About our School**

St Cuthbert Mayne School is a Joint Roman Catholic & Church of England School that welcomes all students from across Torbay and South Devon, regardless of their faith background. Our school community is made up of students and staff from Christian and non-Christian backgrounds, who are respectful of our Christian ethos.

There are currently over 1000 students on roll and the school is growing in size year on year. The teaching accommodation is of mixed age but well-resourced and maintained. Over recent years there has been some significant capital investment made to improve the school accommodation.

In June 2025, the school was inspected by Ofsted and received a Good judgment across all inspection areas. This followed a highly successful section 48 inspection in September 2024, which inspected the Christian life and mission of the school. The school achieved the highest judgement grade in this inspection. We were delighted that both inspectors recognised the good work that goes on in our school. It is therefore an exciting time to join us on our journey to provide an outstanding, inspirational and challenging education for all students. We have a relentless focus on ensuring that our children have access to an ambitious and engaging curriculum that equips them with the essential knowledge and skills they need so that they live life to the full both now and in the future.

As a joint Roman Catholic & Church of England School, we work in partnership with the dioceses of Plymouth and Exeter as well as Torbay Council. Our school is not part of a Multi-Academy Trust but we are proud to work in partnership with Education South West as part of a strong family of schools to ensure all children live great lives.

To find out more about our school please visit our website: <https://www.st-cuthbertmayne.co.uk/>

## **Contractual Details**

<b>Actual Starting Salary</b>	£13,307 - D6 £13,518
<b>Grade</b>	Grade D 5-6
<b>Hours</b>	22.5 hours per week (Mon-Fri - 9:30 - 14:00)
<b>Weeks</b>	39 weeks per year (including 5 INSET days)
<b>Start date</b>	ASAP
<b>Contact Type</b>	Permanent



## **Application Process**

Full details about this post and how to apply on our website can be found at:

<https://st-cuthbertmayne.co.uk/vacancies/>

The closing date for this post is: **Friday 27th February**

The interview date for this post is: **Friday 6th March**

*St Cuthbert Mayne School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be required to undertake a Disclosure and Barring Service Check and references will be taken for all shortlisted candidates.*

*St Cuthbert Mayne School is an equal opportunities employer and as such we do not discriminate based on age, gender, disability, race or any other equal opportunities criteria.*

## St Cuthbert Mayne School

### Job Description - D&T: Food & Textiles Resource technician

<b>Post Title:</b>	Food & Textiles Resource technician
<b>Accountable to (Line Manager):</b>	D&T Curriculum Leader, the Headteacher and the Governors
<b>Responsible to (day to day):</b>	D&T Curriculum Leader
<b>School Area:</b>	D&T: Food & Textiles

#### Key Responsibilities

##### To maintain the hygiene and organisation of the Food area:

- Check and wipe over cookers as necessary in the 2 Food rooms and clean weekly.
- Check, fill and replace the washing up bottles and brushes.
- Check refrigerators daily and clean weekly.
- Check all tools and equipment for hygiene and maintenance.
- Wash and dry laundry daily and repair aprons when necessary.
- Organise, check, clean and tidy the food storage cupboard weekly.
- Advise CL when food stock is low in Food cupboards.
- Advise CL when consumables such as grease proof, foil and cling film are low.
- Check off new stock on arrival.
- Put students cold covered food in the fridge.
- Organise and liaise with AL/class teacher/Heidi to order the required food needed for each group
- Check and collect the Food ingredients for each practical lesson.
- Weigh and divide the Food ingredients for students to ensure even distribution of the ingredients.
- Ensure that all students have appropriate containers/bags to take their products home in.
- Supervise the collection of the food items by students at the end of the day and clear out the fridge for practical the next day.
- Check awareness of students allergies etc and liaise with the teacher to ensure that all special dietary needs are catered for (teacher would lead on this)
- Clean worktops and sinks at the end of the day.
- Check the batteries and change in the weighing scales.
- To be a First Aider on the First Aid rota

### **To maintain other areas**

- To tidy and clean the Textiles room and storage area when necessary.
- To keep Textiles resources tidy and organised.
- To check sewing machines and fill with cotton, including bobbins.
- To assist with cutting out fabric and patterns
- Check Textiles tools and equipment eg sharpness of scissors.
- To keep the utility area clean and tidy.
- To maintain the washing machines and tumble dryers for daily use.
- To empty the water and fluff/debris out of the tumble dryers.

### **Administration within the Department**

- To undertake basic administrative tasks to ensure the smooth running of the department

### **Health and Safety**

- Be aware of the responsibility for personal health, safety and welfare and that of others who may be affected by your actions or lack of actions.
- Cooperate with the employer on all issues to do with health, safety & welfare including this as a standing item on departmental agendas
- Ensure regular risk assessments are carried out as per school policy and refer to relevant parties

### **School Ethos and Values**

- To conduct oneself in a manner befitting a professional technician at all times, ensuring behaviours that display a helpful and positive manner to all.
- To make maximum use of opportunities to generate a culture of celebration and praise amongst the staff and students of the school
- Promote the health, welfare and emotional well-being of all students.
- Promote equality of opportunity for all students and staff

### **Safeguarding**

St Cuthbert Mayne School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

**Roles and job descriptions are subject to an annual review.**

## Person Specification

The following list is indicative of the kind of person we are looking for but **not all of these criteria are essential**. However, please do try to give evidence of how you fulfil the majority of these requirements in your application.

### Food and Textiles Technician

	Essential	Desirable	Evidence based
<b>Qualifications</b>			
Grade C/Strong pass at Level 2 in English & Maths	Essential		Application Certificates
Food hygiene certification		Desirable	Application Certificates
Health and safety certification		Desirable	Application Certificates
<b>Professional Experience and Knowledge</b>			
Successful experience of working in a secondary school		Desirable	Application
Knowledge of the KS3 & KS4 Food and Textiles curriculum		Desirable	Application Interview
Experience of working with students to support their learning and develop positive relationships.		Desirable	Application Interview
Supporting teachers with behaviour management strategies in a practical setting		Desirable	Application interview
In-depth knowledge and experience of Child Protection and Safeguarding procedures		Desirable	Application Interview
<b>Professional skills</b>			
Ability to communicate effectively orally and in writing to a range of audiences	Essential		Application Interview
Well-developed interpersonal skills	Essential		Application Interview
Strong commitment to team working and partnership	Essential		Application Interview

Ability to use new and emerging technologies to support improvement		Desirable	Application Interview
<b>Personal Qualities</b>			
Committed to the development and maintenance of good relationships with staff and students, governors, and the community	Essential		Interview
Positive, enthusiastic outlook, embracing risk and innovation	Essential		Interview
Good organisation skills	Essential		Interview
A sense of humour	Essential		Interview
Demonstrate respect and empathy towards others	Essential		Interview
Resilience, perseverance and optimism in the face of difficulties and challenges	Essential		Interview
Ability to be consistently decisive and focused on solutions	Essential		Interview
Commitment and dedication to social justice, equality and excellence	Essential		Interview
Capacity to be flexible, adaptable and creative	Essential		Interview
Committed to the CPD of self and others in the school	Essential		Application Interview
Committed to a collaborative school vision of excellence and equity that sets high standards for all and welcomes and secures the support of others in achieving it	Essential		Interview
Willingness to develop/be sensitive towards the Christian ethos of the school	Essential		Interview
The ability to form and maintain appropriate relationships and personal boundaries with children and young people in line with the safeguarding and child protection policy and staff code of conduct	Essential		Interview
<b>Equal opportunities</b>			
Candidates must demonstrate an awareness and understanding of equal opportunities	Essential		Application Interview

