



**FOOD TECHNOLOGY TECHNICIAN JOB DESCRIPTION  
PART TIME (25-30 HOURS PER WEEK), PERMANENT  
TERM TIME ONLY PLUS 1 WEEKS  
SALARY: GRADE H4.6**

*The post holder is required to perform the duties below. S/he will be responsible to the Curriculum Lead and will demonstrate a genuine commitment to our Equality and Diversity policy, which reflects the rights and needs of our entire school community.*

*This job description will be reviewed annually and there is an opportunity for performance related incremental enhancement which will form the basis of the Appraisal procedure. Any issues relating to the review of this job description should be brought to the Headteacher's notice by the post holder through the senior line manager. The post holder will undertake the following specific responsibilities in order to fulfil our statutory requirements, school aims, policies and targets:*

<b>FOOD TECHNICIAN JOB DESCRIPTION PART TIME, PERMANENT</b>
An exciting opportunity has arisen at The Adeyfield Academy for a Food Technology Technician to join our Design Technology Department. This is a key support role within the Food Technology team, ensuring that all lessons and practical activities run smoothly, safely, and efficiently. The successful candidate will play an essential part in maintaining high standards of food preparation, hygiene, and organisation, while supporting both staff and students in a vibrant and creative learning environment.
<b>Purpose of the Role</b>
To provide technical, practical and administrative support to the Food Technology team, ensuring the smooth day-to-day operation of the department and supporting teachers and students during practical and theory lessons.
<b>Duties and Responsibilities</b>
<p>Practical and Technical Support</p> <ul style="list-style-type: none"><li>● Prepare and set up all equipment, ingredients, and resources required for practical lessons.</li><li>● Assist during lessons, providing support to students and teachers as required.</li><li>● Clear and clean work areas, utensils, and equipment after lessons to maintain a safe and hygienic environment.</li></ul> <p>Kitchen and Equipment Management</p> <ul style="list-style-type: none"><li>● Maintain a clean, safe, and hygienic kitchen environment at all times.</li><li>● Conduct daily cleaning routines and periodic deep cleans in line with departmental needs.</li><li>● Ensure all kitchen equipment and appliances are checked, maintained, and in safe working condition.</li><li>● Safely store and manage all food, materials, and hazardous equipment according to school policies and food hygiene regulations.</li></ul> <p>Stock and Ordering</p> <ul style="list-style-type: none"><li>● Monitor stock levels of both perishable and non-perishable food items.</li><li>● Order and replenish ingredients and equipment in a timely manner.</li><li>● Manage deliveries, check expiry dates, and ensure food items are correctly stored to minimise waste.</li></ul>

#### Administrative Support

- Maintain accurate records of stock, orders, and health and safety checks.
- Carry out basic administrative tasks such as photocopying, laminating, and filing.
- Support teachers with the preparation of classroom materials and resources.

#### Student Support

- Provide guidance and assistance to students during practical lessons.
- Promote safe working practices and encourage students to take responsibility for their learning and workspace.

#### Essential Skills and Knowledge

- Practical cooking skills and a sound understanding of basic food theory.
- Knowledge of food hygiene, kitchen safety, and handling of food products.
- Excellent organisational and time management skills.
- Ability to work methodically and maintain attention to detail.

#### Personal Attributes

- Flexible, reliable, and able to adapt to the demands of a busy department.
- Calm and positive approach, even under pressure.
- Friendly, approachable, and able to build positive relationships with students and staff.
- A proactive team player with the ability to use initiative.

#### Desirable

- Experience working in a school or educational setting.
- Basic Food Hygiene Certificate or equivalent qualification.
- Previous experience in a catering or food preparation environment.

#### Safeguarding

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies
- Be alert to when persistent absence becomes a safeguarding concern and early help may be required
- Work with the designated safeguarding lead (DSL) to promote the best interests of pupils, including sharing concerns where necessary
- Promote the safeguarding of all pupils in the school

**Additional Duties:** Whilst every effort has been made to set down the main duties and responsibilities of the post, each individual task to be undertaken may not be identified. This job description is current at the date shown, but, in consultation with you, may be changed by the Head Teacher to reflect or anticipate changes in the job commensurate with the grade and job title. The post holder will be expected to work flexibly and carry out all duties in compliance with school policies.

#### Contacts

- There is frequent contact with teaching staff and parents.
- As part of the support staff team there is also regular contact with other non-teaching staff.
- There is also contact with external organisations and suppliers.

#### Organisation Chart

Food Technology Technician → Curriculum Lead Design Technology → Assistant Headteacher

*This job description sets out the main duties associated with the stated purpose of the post. It is assumed that other duties of a similar level/nature undertaken within the section are not excluded because they are not itemised. The duties of this post could vary from time to time as a result of new legislation, changes in technology or policy and in that case appropriate training may be given to enable the post holder to undertake this new/varied work. The job description is not exhaustive and the post holder will be expected to undertake any other duties as reasonably requested by the CEO, COO and Headteacher*