



St Ralph Sherwin Catholic Multi-Academy Trust

Job Description

Food Technician

St Thomas More Catholic Voluntary Academy is committed to creating a diverse workforce. We'll consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

Reporting to:	Head of Technology, SLT, Headteacher.
Grade/Salary:	Band 2, SCP 3-5 £24,796.00 - £25,583.00 Annually (FTE)
Actual Salary:	£9,248 - £9,541 per annum
Contract Type:	Permanent
Hours:	16 hours per week, Term Time only
Location:	St Thomas More Catholic Voluntary Academy

Main purpose

- Provide timely and effective preparation of materials for lessons (from Key Stage 3 to Key Stage 4), through regular liaison with teaching staff.
- Clear and tidy workplaces and preparation areas after lessons and at the end of the day
- Checking and compiling stock lists for apparatus and resources
- Assist students with practical work as directed.
- Carry out regular safety checks on equipment and classrooms as appropriate
- To ensure the maintenance of a healthy and safe working environment through:
 - actively contributing to the assessment, monitoring and review of both health & safety procedures and information resources
 - keeping up to date with current procedures and practices through continuing professional Development
 - the provision of technical advice and support on health & safety issues to teaching and trainee technical staff
 - the safe treatment and disposal of used materials including hazardous substances and responding to actual or potential hazards
- Be able to maintain equipment and arrange necessary servicing (cookers).
- Place orders and work to budget
- Maintain health and safety standards including food hygiene.
- Be aware of lesson rotations, rotas and projects taught



- Completing risk assessments
- Photography of practical work
- Making lesson resources
- Reprographics as needed
- Small group work
- Any other relevant tasks as directed by the Head of Department

Any other duties which may arise during the course of work and as authorised by the Headteacher or membership of the Senior Leadership Team. Such duties will be commensurate with the general level of this post and will be subject to the skills and abilities of the post holder.

Person Specification

	Essential Criteria	Desirable Criteria
Education & Qualifications	Be educated to GCSE Level or have equivalent industrial or school experience (Maths and English GCSE Pass is essential)	Be educated to at least A Level in DT or have equivalent industrial or school experience
Competence Summary (knowledge, abilities, skills, experience)	<p>It is essential to have knowledge of working in a food environment.</p> <p>Ability to communicate clearly - clear spoken English.</p> <p>Ability to relate well to children and adults.</p> <p>Ability to work constructively as a team, understanding school roles and responsibilities and the post holder's position within these.</p> <p>Ability to identify own training and development needs and cooperate with means to address these.</p> <p>To be responsible for promoting and safeguarding the welfare of children and young people within the school.</p>	



<p>Work related personal requirements</p>	<p>Have the capacity to work collaboratively as part of a team</p> <p>Enjoy working in a challenging but highly rewarding environment</p> <p>Demonstrate practical knowledge and problem-solving skills</p> <p>Good housekeeping</p> <p>Strong interpersonal, written and oral communication skills</p> <p>A good attendance record.</p> <p>Evidence of stamina required to cope with the demands of the post.</p> <p>Willingness to support Catholic life and ethos in the Trust and its academies</p> <p>Attention to detail and can-do approach</p>	
<p>Other requirements</p>	<p>Ability to form and maintain appropriate relationships with colleagues, students and parents.</p> <p>Ability to work both autonomously and as a member of a team.</p> <p>Empathetic and approachable manner</p> <p>Highly motivated and pro-active</p> <p>Flexible</p> <p>Sense of humour</p>	<p>Willingness to contribute to the widerlife of the school</p>



**St Ralph
Sherwin**
Catholic Multi Academy Trust

Notes:

This job description may be amended at any time in consultation with the postholder.

Headteacher/line manager's signature: _____

Date: _____

Postholder's signature: _____

Date: _____