



Bishop's Hatfield Girls' School

Job Description – Food Technician

Title:	Food Technology Technician
Date reviewed:	November 2025
Salary Grade:	H2-H3 (pro rata)
Hours:	25 - 30 hours per week, term-time + one week/INSET days
Working pattern:	Mix of full and part days to match teaching timetable
Responsible to:	Teacher of Food (Health Faculty)

Purpose of the job:

To provide practical support to the Food curriculum to support pupil and staff needs. The Food curriculum covers food, preparation and nutrition and the subject is taught within the Health Faculty.

Principal Responsibilities

- To provide a comprehensive range of support and guidance to the delivery of the Food curriculum on a daily basis
- To ensure a safe, tidy and efficient kitchen through good maintenance and cleaning (including thorough cleaning of cookers and storerooms as needed)
- Understanding and complying with Health and Safety requirements
- To help prepare all materials and equipment for classes in all years at the request of teaching staff and clear away after lessons as required (this includes food preparation, equipment and materials/resources etc).
- To dispose of waste and recycling materials and undertake laundry as required
- To prepare, set-up and, where necessary, demonstrate and assist in the use of equipment and resources that support the work of teachers
- To support the class teacher during practical lessons
- To prepare and maintain technical equipment and carry out risk assessments, checking equipment before and after use, reporting any damage including Health and Safety checks according to latest guidance (with the line manager and Head of Faculty)
- To maintain equipment, making arrangements for major repairs or annual servicing to be carried out if necessary
- To give assistance in stock and equipment matters (including control of stock used), distributing, maintaining, tidying, photocopying and general duties as required.
- To monitor the distribution of materials and to alert staff when materials and resources need replenishing
- Placing orders or shopping for fresh ingredients, receiving deliveries, storing and distributing materials as authorised by the line manager
- To support the promotion of the department amongst pupils and the school community

Additional Specific Responsibilities

- Display of pupils' work within the department and the whole school, both physically and digitally
- Assisting with practical exam preparation and the collation and photography of completed course work
- Assisting with the planning and delivery of enrichment activities, house competitions and other events

Other

- Support Health faculty or whole school activities, events and displays
- Participate in staff meetings and staff training when appropriate

Additional Information

The jobholder is required to contribute to and support the overall aims and the ethos of the school.

All staff are responsible for the safeguarding of pupils and for compliance with the school's code of conduct.

All staff are required to participate in training and other learning activities and in performance appraisal, as required by the school's policies and practices.

Employees are expected to uphold school values, be courteous to colleagues and provide a welcoming environment to parents/carers, visitors and telephone callers. The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

The role supports the preparation for and delivery of lessons over 5 days per week during term time to follow the agreed teaching timetable which is published in June for the following academic year. This is expected to include one or two full days with the remainder being half days. A further week of contracted hours will be required to cover occasional INSET days or school events such as open evenings. On occasions additional hours may be required (for instance to cover for staff absence) for which the job holder will be given time off in lieu.

Equalities

The postholder must be aware of and support difference and ensure that all students have equality of access to opportunities to learn and develop.

Disclosure and Barring Service

This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the Disclosure and Barring Service as part of the school's pre-employment checks.

Person Specification

Preferred knowledge and Experience

Relevant qualifications in Food/Cookery eg NVQ Level 3
Experience of working in food preparation or service delivery
Knowledge of working with standard kitchen equipment
Experience of working in a school environment
Experience of displaying creative work effectively
Knowledge of First Aid or willingness to learn
Numeracy and literacy qualifications appropriate to a support staff position
Understand basic food hygiene and safe working practices in the kitchen and knowledge of COSHH or willingness to learn
Knowledge of Health and Safety legislation and good practice

Required skills and abilities

Organisational skills as well as the ability to prioritise planning of own work schedules in response to immediate and long-term needs of the faculty
Ability to be methodical, resourceful, and to respond rapidly to unforeseen demands
Able to work as a member of a team
A real interest in cookery / food
Willingness to undertake training where appropriate (to keep up to date, learn new skills)
Ability to plan for and respond positively to change
Excellent communication skills
A “can do” attitude
Visual and practical skills for display, both physical and digital
IT skills including email, Microsoft Office or Google Suite, use of social media, pupil MIS and production of reports

This job description is current at the date shown and may change. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.