

## **SPROWSTON COMMUNITY ACADEMY**

### **JOB DESCRIPTION**

POST TITLE: Design & Technology Technician – Food and Textiles

RESPONSIBLE TO: Head teacher  
Assistant Head teacher  
Curriculum Leader Food and Textiles

GRADE: D5

POSTHOLDER: TBC

#### **1 PURPOSE AND SCOPE**

Under the direction of the Curriculum Leaders for Food and Textiles or other appropriate supervisor, and in accordance with the practices and procedures of the school, ensure safe, effective and efficient food technology/textiles areas and services are provided for the use of pupils and teaching staff. Where appropriate or relevant to provide technical advice and assistance in the classroom, to support pupils and assist teaching staff with learning activities.

#### **2 ORGANISATIONAL RELATIONSHIPS**

Responsible to the Curriculum Leaders for Food and Textiles, but works to the requirements, and in support of, individual teachers on a day to day basis.

#### **3 PRINCIPAL DUTIES AND RESPONSIBILITIES**

##### **A. PROVISION OF PRACTICAL FACILITIES AND RESOURCES**

- 3.1 To ensure that equipment, materials and apparatus, including teaching aids, are maintained in a serviceable and safe condition. To undertake repairs when appropriate and report any issues outside of this remit to internal/external suppliers.
- 3.2 To prepare and assemble equipment and resources for display, demonstration and class practical work. To prepare ingredients and other materials such as cutting and preparing fabric as appropriate.
- 3.3 To model the use of equipment to staff when requested, with particular regard to health and safety.
- 3.4 To install and test both existing and new equipment.

- 3.5 At the request of teaching staff, to provide support, practical advice and safety instructions to students, including the support of practical lessons as required.
- 3.6 To maintain the plug-in of IT equipment and maintain electronic measuring devices.
- 3.7 To undertake ordering of stock, shopping for goods and replenishment of resources and equipment.

#### B. PROVISION IN RELATION TO FOOD SAFETY AND HYGIENE

- 3.8 To undertake general cleaning of kitchen areas including the maintenance and cleaning of fridges and freezers and arrange for the removal of specific debris e.g. oil and recycling (fabrics and packaging).
- 3.9 To monitor and organise laundry ensuring clean stock is ready for lessons.
- 3.10 To monitor and advise on stock levels and organise stock rotation including removal of ingredients specifically within 'use-by' and 'best-before' dates. To ensure outdated stock is disposed of in a safe, efficient manner.

#### C. MAINTENANCE OF DEPARTMENTAL FACILITIES AND RESOURCES

- 3.11 To deal with spillages/emergencies during practical activities. To ensure that water taps are turned off, and that electrical connections and other materials/equipment including knives are left stored in a safe and secure condition, ready for reuse.
- 3.12 To monitor the condition and stock levels of all apparatus and materials/equipment with regard to safety and economy by undertaking regular checks.
- 3.13 To diagnose faults and take necessary action accordingly, including proposing alternatives for damaged/faulty equipment. To ensure that appropriate levels of stock are maintained to meet the requirements of the department.
- 3.14 To maintain all safety equipment used by technicians, teaching staff and students to the highest standard.

#### D. GENERAL RESPONSIBILITIES

- 3.15 When needed to provide assistance and advice when contractors are working on systems within the food technology and textiles area.
- 3.16 To liaise with external agencies such as suppliers regarding the provision and repair of equipment and furniture, etc.
- 3.17 Where applicable, to undertake administrative tasks associated with the post, including stock recording and ordering.
- 3.18 To be aware of, and to comply with, all faculty/school instructions and procedures relating to health and safety at work and to recognise the main responsibilities required under the Health and Safety at Work Act 1974 and associated legislation. To contribute to safe working practice in preparation/storage/teaching areas.
- 3.19 To undertake general tasks according to the needs of the department such as maintenance of food and textiles rooms, preparation of store rooms, transporting supplies and reprographic duties.

- 3.20 To undertake any other duties within the scope of the post, as required by the Curriculum Lead/teachers i/c Food and Textiles, in particular those which derive from the changing demands of the Curriculum.

**E. PERFORMANCE MANAGEMENT**

- 3.21 All employees will participate in the academy’s arrangements for performance management, professional development and any other arrangements for quality assurance and internal verification.

**CONTEXT**

Sproston Community Academy is committed to safeguarding and promoting the welfare of Students and expects all staff and volunteers to share this commitment. To engage with appropriate training opportunities to promote professional effectiveness in this role. Take on specific reasonable tasks related to the day to day administration and organisation of the school and any additional responsibilities which might from time to time be needed as required by the Head teacher.

All staff are part of a whole Academy team. Each individual is required to support the values and ethos of the academy and the priorities as defined in the Academy Improvement Plan. This will mean focusing on the needs of colleagues, parents and students and being flexible in a demanding environment.

Due to the nature of this job, it will be necessary for the appropriate level of Criminal Record Disclosure to be undertaken. It is essential you disclose whether you have any pending charges, convictions, bind-overs or cautions and if so, for which offences. This post will be exempt from the provisions of Section 4, (2) of the Rehabilitation of Offenders 1074 (exemptions) (Amendments) Order 1986. Therefore, you are not entitled to withhold information about convictions which for other purposes are “spent” under the provisions of the Act. Any failure to disclose such convictions will result in dismissal or disciplinary action by the Academy.

**Review**

This job description will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post-holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post-holder’s professional responsibilities and duties.

**ACCEPTANCE**

**I acknowledge receipt of this job description of which this is a copy**

**Signature:.....Date:.....**