

JOB DESCRIPTION

Job Title	GENERAL TECHNICIAN (FOOD)
Hours of Work	Term time only, 30 hours per week, Monday to Friday, 9:00am – 3:30pm (30 minutes break)
Department / Group	Teaching & Learning Resources Team
Line Management	Head of Department / Line Manager

This job description is not intended to be exhaustive and is a general outline of the typical duties and responsibilities expected to be carried out whilst accepting that these may change at the discretion of the Headteacher and Trustees.

The post-holder will uphold the ethos, policies and practices of the school and maintain high standards in their own attendance, punctuality, personal and professional conduct.

Rooks Heath is part of Tithe Academy, a Multi Academy Trust and sponsors a local primary school and an Alternative Education provider. There may be occasions when you will be required to spend time at another school in the Trust.

Tithe Academy is an equal opportunities employer and is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

PURPOSE OF THE POST

To contribute to the effectiveness of curriculum delivery of Food and Design & Technology by ensuring that specified required materials are available and that rooms and equipment are maintained in good order.

Tasks, Duties and Responsibilities

Support to the Food Department

1. To clean and maintain equipment, including cookers and refrigerators.
2. To clean worktop areas between lessons.
3. To clean storage areas.
4. To carry out daily laundering of kitchen cloths and household linen.
5. To prepare materials for lessons as requested (e.g. weigh out ingredients).
6. To assist students when required.
7. To report any breakages.
8. To order and maintain stock cupboard and other resources.

General

1. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances.
2. To provide occasional support to colleagues in maintaining equipment around the site.
3. To ensure that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons, and comply with policies and procedures relating to health and safety within the school.

4. To show willingness to help with occasional catering functions i.e. parent's evenings etc. (overtime would be paid).
5. To complete admin work as directed.
6. To prepare photocopying/folders for cover lessons, distributing and collecting work and ensuring that it is correctly filed and stored.
7. To provide support across DT areas, including Textiles, as required by the role.
8. Assist with the preparation of materials, equipment, and resources within DT areas, including Textiles, ensuring a safe and effective learning environment.

Contributing to the Wider Life of School

1. To attend all necessary meetings.
2. To support the aims and ethos of this school.
3. To adhere to all school policies.
4. To actively participate in appropriate training when required.
5. To engage actively in the performance appraisal process and undertake professional development and training as agreed.
6. To work co-operatively as a member of a team.
7. To report any stranger on site.
8. Make a positive contribution to the wider life through educational trips, visits and activities in outer hours and extra curricular activities.
9. Attend parents' events.
10. To carry out any other duties as reasonably directed by the Headteacher, Deputy Headteacher, Director of Business or Team Leader.