



The St Marylebone Church of England School
Job Description

Post: Food, Art & Textiles Technician

Department: DT/Art

Conditions of Employment

You are employed in the capacity of Food, Art & Textiles Technician, subject to and with the benefits of the Conditions of Employment set out in your Contract of Employment. You are required to understand and be supportive of the Church of England ethos of the School, adhere to the School's Staff Behaviour Policy (Code of Conduct) and be responsible for promoting and safeguarding the welfare of children and young people for whom you are responsible with whom you come into contact.

Main Duties and Responsibilities

- Supporting in Food Technology and Textiles.
- Ordering dried goods etc. from wholesale suppliers; receiving and unpacking deliveries.
- Setting up & clearing away after each class: cleaning surfaces, cookers and sinks, loading/unloading dishwasher and washing machine, folding washing, packing away equipment & mopping floor in prep room.
- Reporting broken or faulty equipment.
- Keeping accounts for departmental money including keeping track of pupils paying and issuing receipts.
- Sourcing and putting up displays.
- Deep cleaning kitchen at the end of each term: cleaning ovens, defrosting and cleaning freezers and fridges etc.
- Recipe writing, organising cookery competitions.
- Cutting out fabrics for textiles, sewing elastic on to aprons, helping with displays for textiles.
- Carrying out weekly general sewing machine checks and monthly machine maintenance. Sorting out cupboards for textiles and unpacking deliveries.
- Daily kitchen audit checks, such as fridge temperatures, etc.
- Carrying out weekly, monthly and annual Health and Safety audits for Food and Textiles.
- Other duties that arise through a school term that can be reasonably expected, as delegated by the Head of DT.
- As appropriate teach/co-teach in the classroom.

Appraisal

As for all support staff, this role will be subject to the support staff appraisal cycle.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least annually and may be subject to modification or amendment at any time, in consultation with the post-holder.

Person Specification

Essential:

- Practical knowledge and use of sewing machines and basic textile construction processes
- Strong organisational skills, ability to work on own initiative and effectively as part of a team.
- Able to communicate effectively with pupils and staff
- Awareness of food hygiene and safety, and Allergen considerations.
- Knowledge of baking and cooking techniques.
- Basic knowledge of Excel and Word.
- Working knowledge of tools and equipment used in DT.
- Patience, enjoy working with children and young adults.
- Practical knowledge of the screen printing process.
- Creative and practically minded.

Desirable:

- Food Safety and Hygiene Certificate.
- Food Allergen Awareness
- First Aid certificate
- Knowledge of COSHH
- Practical knowledge of working with clay and packing a kiln.
- Ability to work flexible across departments.
- Knowledge of the use of a laser cutter.
- Willingness to teach/co-teach in the department.