

JOB DESCRIPTION and PERSON SPECIFICATION

ORGANISATION: St Cuthbert's RC Academy Trust **GRADE:** 4
JOB TITLE: Food Technician **DATE PREPARED:** Nov 2025

EVALUATION DATE: **JE NUMBER:**

DIGNITY AT WORK: To show, at all times, a personal commitment to treating all stakeholders and colleagues in a fair and respectful way, which gives positive regard to people's differences and individuality (for example, gender, gender identity, nationality or ethnic origin, disability, religion or belief, sexual orientation, age). Assists in ensuring equal access to services and employment opportunities for everyone and promotes the Equal Opportunities in Employment Policy adopted by the school.

PURPOSE:

To provide technical and practical support to the Food Technology department, ensuring the smooth running of lessons and maintaining a safe, hygienic environment. Assist teaching staff in preparing resources, supporting pupils during practical activities, and managing equipment and stock.

PRINCIPAL ACCOUNTABILITIES:

Please note decision making must be included within the Principal Accountabilities

Support for pupils

- | | |
|---|--|
| 1 | Promote the health, safety, and welfare of pupils during practical food lessons. |
| 2 | Assist pupils with the safe use of kitchen equipment and ingredients. |
| 3 | Encourage good hygiene practices and compliance with food safety standards. |
| 4 | Support pupils with special educational needs or additional requirements during practical tasks. |

Support for Teachers

- | | |
|---|---|
| 5 | Prepare ingredients, equipment, and resources for lessons in advance. |
| 6 | Maintain and clean equipment, ensuring compliance with health and safety regulations. |
| 7 | Assist with classroom displays and organisation of practical areas. |
| 8 | Provide feedback to teachers on pupil engagement and practical skills development. |

Support for the curriculum

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| 9 | Ensure all food preparation areas meet hygiene standards and statutory requirements. |
| 10 | Manage stock levels, order supplies, and monitor budget allocations for consumables. |
| 11 | Support the delivery of practical demonstrations and enrichment activities. |
| 12 | Assist with ICT-based tasks such as recipe cards, nutritional analysis, and lesson resources. |

Support for the school

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| 13 | Comply with safeguarding, health and safety, and data protection policies. |
| 14 | Attend training and development sessions as required. |
| 15 | Contribute to the ethos and aims of the school, supporting extra-curricular activities where appropriate. |

GENERAL:

The above principal accountabilities are not exhaustive and may vary without changing the character of the job or level of responsibility. The post-holder must be flexible to ensure the operational needs of the academy are met. This includes the undertaking of duties of a similar nature and responsibility as and when required, throughout the various work places in the academy and before and after the school day.

DIMENSIONS:

- **Responsibility for Staff:** None
- **Responsibility for Stakeholders:** Support pupils under teacher direction
- **Responsibility for Budgets:** Assist with monitoring consumables budget
- **Responsibility for Physical Resources:** Safe use and storage of kitchen equipment and ingredients

ORGANISATION CHART:
<p style="text-align: center;">Headteacher</p> <p style="text-align: center;">Head of Department</p> <p style="text-align: center;">Subject Teacher</p> <p style="text-align: center;">Food Technician</p>

	<i>Tick relevant level for each category</i>						Supporting Information (if applicable)
	Not applicable	Low	Moderate	High	Very High	Intense	
PHYSICAL DEMANDS: Physical Effort and/or Strain – (tiredness, aches and pains over and above that normally incurred in a day to day office environment).		√					
WORKING CONDITIONS: Working Conditions – (exposure to objectionable, uncomfortable or noxious conditions over and above that normally incurred in a day to day office environment).		√					
EMOTIONAL DEMANDS: Exposure to objectionable situations over and above that normally incurred in a day to day office environment.			√				Occasional rudeness and confrontational behaviour from pupils and very rarely, parents

PERSON SPECIFICATION		Tick relevant column		List code/s*
The information listed as essential (the column that is shaded) is used as part of the job evaluation process. The requirements identified as desirable are used for recruitment purposes only. <i>*Codes: AF= Application Form, I = Interview, CQ = Certificate of Qualification, R = References (should only be used for posts requiring DBS's), T = Test/Assessment, P = Presentation</i>		Essential	Desirable	How identified
1.	Qualifications:			
1.1	GCSE English and maths Grade A-C (or equivalent – eg Certificate in Adult Literacy / Numeracy Level 2)	√		AF/CQ
1.2	Health and Safety and/or Food Hygiene certificate or willing to obtain	√		AF/CQ
1.3	NVQ Level 2 or equivalent in Food Technology or Catering		√	AF/CQ
1.4	Safeguarding Level 1 or willing to undertake	√		AF/CQ
1.5	Knowledge of health and safety and food safety regulations	√		AF/CQ
1.6	Ability to work flexibly and as part of a team	√		AF/CQ
2.	Relevant Experience and Knowledge:			
2.1	Experience of working with or caring for children of relevant age		√	AF/R
2.2	Assisting teachers in Food demonstrations		√	R/I
2.3	Experience working in a kitchen or food preparation environment	√		R/I
2.4	Effective use of ICT to support teaching and learning and resource preparation	√		R/I
2.5	Knowledge of health and safety and food safety regulations	√		AF/R
3.	Skills (including thinking challenge/mental demands):			
3.1	Ability to be flexible to adapt to changing workload demands and new school challenges	√		R/I
3.2	Motivation to work with children and young people.	√		R/I
3.3	Competent ICT skills	√		R/I
3.4	Ability to form and maintain appropriate relationships and personal boundaries with children and young people.	√		R/I
5.	Interpersonal/Communication Skills:			
	Verbal Skills			
5.1	Relates well to children by recognising age / stage of development and individual needs	√		R/I
5.2	Ability to interact well using courtesy, tact and diplomacy and negotiation skills	√		R/I
5.3	Ability to establish professional, effective working relationships with a range of partners/colleagues and children and young people.	√		R/I
5.4	Speaks clearly and accurately using grammatically correct spoken English	√		R/I
5.5	Ability to work constructively and proactively as part of a team, understands classroom/kitchen environment roles and working within this position as part of a team	√		R/I
5.6	Effective communication skills to model good practice for pupils and stakeholders	√		R/I
5.7	Competent written skills, including spelling and grammar , including use of ICT	√		AF

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<p>The requirements listed below are not considered during the job evaluation process, but are essential requirements for the role that will be assessed during the recruitment process.</p>				
6	Additional Requirements:			
6.1	Maintains high levels of confidentiality at all times	√		R/I
6.2	Makes a commitment to the wider life of the school	√		R/I
6.3	Ability to present a smart professional image in line with the Dress Code of the School	√		R/I
6.4	Engage in additional training and development including being proactive in identifying own development needs	√		AF/R
6.5	Self-motivation and personal drive to complete tasks to the required time scales and quality standards	√		AF/R
6.6	Strives for excellence and ways to improve their own performance and the performance of the school	√		AF/R
	Disclosure of Criminal Record:			
	The successful candidate's appointment will be subject to the academy obtaining a satisfactory Enhanced and Barring List Disclosure from the Disclosure and Barring Service (if ticked as an essential requirement).	√		DBS Disclosure
	If the post-holder requires a DBS disclosure the candidate is required to declare full details of everything on their criminal record.	√		AF (After short listing)
	If the post-holder does not require a DBS disclosure the candidate is required to declare unspent convictions only.		N/A	AF (After short listing)