



THE WHITE HILLS PARK TRUST

Job Description:	Food Technology Technician
Location:	Alderman White School
Salary/Grade:	NJC Grade 2, Points 2-4
Contracted hours:	Full Time 37 hours a week or Part time/Job Share Term Time Only

GENERAL INFORMATION

The following information is provided to assist staff joining the White Hills Park Trust to understand and appreciate the work, content of the post and the role they are to play in the organisation. Whilst every effort has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings have been used which assume all the usual associated routines.

PURPOSE OF THE POST

To provide specialist support in a specific curriculum or resource area, including the preparation and maintenance of resources and support to staff and pupils.

To supports pupils' access to learning activities.

Work under the guidance of teaching staff or senior colleagues.

KEY AREAS:

- Prepare ingredients, equipment, and materials for practical Food Technology lessons.
- Support teachers and students during practical sessions where required.
- Maintain a clean, organised, and safe food preparation environment.
- Ensure compliance with food hygiene, health and safety, and COSHH regulations.
- Monitor and maintain stock levels, placing orders as directed.
- Receive, check, and store deliveries appropriately.
- Clean and maintain kitchen equipment and appliances.
- Carry out routine safety checks and report any maintenance issues.
- Assist with displays, events, and departmental activities as required.
- Maintain accurate records of stock, equipment, and safety checks.

General Responsibilities:

- Provide classroom support to teaching staff that request it, delivering assistance and advice to pupils in lessons, in particular supporting with classroom practicals and demonstrations.
- To prepare equipment and materials for use in their subject area.

- Being responsible to the Curriculum Leader for the maintenance and upkeep of the teaching area and advising on any improvements that can be made in this respect.
- Reporting items for repair or removal.
- Making petty cash purchases for their department.
- Keep displays in rooms' up to date and looking tidy. Include pupils work on displays.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Take a flexible approach to tasks allocated in order to ensure appropriate support for SEND pupils.
- Carry out administrative tasks as directed by the Curriculum Lead / class teacher.

Health and Safety:

- Be aware of the responsibility for personal health, safety and welfare and that of others who may be affected by your actions or inactions.
- Co-operate with the employer on all issues to do with Health, Safety, and Welfare.

Safeguarding

- To be fully aware of and comply with the relevant regulations and requirements in relation to Safeguarding and to participate in training as required.

Continuing Professional Development

- Reflection on own practice and private study and undertake any professional development necessary as identified in School Development Plan.
- Maintain a professional portfolio of evidence to support performance management process.
- Participation in the Trust's staff appraisal programme.
- Participation in appropriate in-service education programme.

Relationships

To be responsible to:

- The Head Teacher, with line management through the Curriculum Leader.

To co-operate with:

- The Governing Body, making such reports as required
- All colleagues, both teaching and support staff
- LA, advisers and the school SIP Inspection teams
- The trust team upon visits and audits
- Unions and other organisations representing teachers and other persons on the staff
- Feeder and receiving schools to ensure continuity and progression in the education of each pupil
- Persons and bodies outside the school to ensure that the school works in harmony with the community

To line manage the following staff:

- Cleaning team
- Site team

This is a Multi-Academy Trust and the post holder may be required to hold a comparable post on another site within the Trust, if the situation arises.

The job description may be subject to amendment or modification, should circumstances change, and any changes will be discussed with you in the first instance.

In addition to the duties specified you may be asked to undertake any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific cases.

The job description does not form part of the contract of employment.

Date Job Description Revised: July 2026

By Whom: School Operations Manager