

THORPE HALL

SCHOOL

Vacancy: Part-time Technician – Food Technology & Art

Salary:	£12,083 per annum
Hours:	22.5 per week (08:30 – 16:00, 3 days per week)
Term:	Term-time plus staff training days.
Start date:	ASAP

We are seeking a proactive, organised, and enthusiastic School Technician to join our creative and dynamic Technology and Art departments. This is an exciting opportunity for someone who enjoys practical, hands-on work and supporting engaging learning environments for students.

Working two days per week in Food Technology and one day per week in Art, the successful candidate will provide high-quality technical support to teachers and students, ensuring both subject areas run smoothly, safely, and efficiently.

This role would suit someone with practical experience in food preparation, kitchen organisation, art materials, or workshop support — or someone keen to learn and develop new skills within a school setting.

We are looking for someone who:

- Is organised, methodical, and enjoys supporting practical subjects
- Understands (or is willing to learn) safe food handling and storage procedures
- Is confident preparing materials, equipment, and resources
- Can work independently and as part of a team
- Is committed to maintaining a safe, clean, and welcoming learning environment

If you are hands-on, adaptable, and enjoy helping creative subjects thrive, we would love to hear from you.

Purpose of the Role

To support the effective delivery of the Food Technology and Art curriculum by providing high-quality technical assistance, preparing materials and resources, maintaining equipment, ensuring safety standards, and supporting practical lessons.

Job description

Key responsibilities

A. Food Technology – 2 days per week)

Lesson preparation & support

- Prepare ingredients, equipment, and resources for practical lessons
- Assist teachers during demonstrations and practical sessions where required
- Prepare and set up specialist equipment (mixers, ovens, utensils, etc.)

Health, Safety & Hygiene

- Maintain high hygiene standards in food rooms and storage areas
- Ensure correct storage, rotation, and labelling of ingredients
- Monitor and maintain equipment safety (PAT checks arranged, reporting faults)

Cleaning & Maintenance

- Ensure practical rooms, sinks, ovens, and workstations are cleaned after lessons
- Manage stock levels of food, consumables, and equipment
- Place orders and maintain accurate inventory records

B. Art Technician Duties (1 day per week)

Resource & Material Preparation

- Prepare and organise materials for Art lessons (paper, paint, clay, tools, etc.)
- Assist with mounting, display, and presentation of students' artwork
- Mix paints, prepare palettes, load kilns (if applicable)

Equipment & Workspace Management

- Maintain cleanliness and organisation of art stores and classrooms
- Track and replenish materials and stock
- Set up and dismantle resources for different year groups or projects

Technical Support

- Assist with safe use of tools and equipment
- Prepare specialist materials such as clay, printing inks, or textiles resources
- Support teachers with classroom displays and exhibition preparation

General Responsibilities (across both departments)

- Maintain safe working environments, following school H&S procedures
- Support risk assessments and highlight any hazards
- Organise and maintain stock cupboards and storerooms
- Provide administrative support such as inventory lists or resource audits
- Attend relevant training and contribute to department meetings when required
- Work collaboratively with colleagues across the school

Person Specification:

Essential:

- Good organisational skills and attention to detail
- Ability to manage time and prioritise tasks effectively
- Strong communication and teamwork skills
- Willingness to learn subject-specific skills
- Ability to follow health & safety and hygiene procedures

Desirable:

- Experience working in a school or educational environment
- Knowledge of food preparation, kitchen practices, or art/media materials
- First Aid or Food Hygiene certification (or willingness to train)
- Confidence using tools or equipment safely

These duties may be varied to meet the changing demands of the School at the reasonable discretion of the Headteacher. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out above.

Please visit the school website for details of how to apply

<https://www.thorpehall.southend.sch.uk/quick-links/vacancies/>

We reserve the right to interview and appoint earlier than the stated closing date should there be a good response to the advert.

Thorpe Hall School is committed to the safeguarding of children and successful candidates will be required to undertake pre-employment checks which include References, Health, Right to Work in UK, DBS and a Declaration that they are not a disqualified person under the Childcare (Disqualification) Regulations 2009.