

Job Description

Post Title:	Food Science Technician
Purpose:	To support the Food Science Teacher with Food Science work, including but not limited to, food preparations (weighing and measuring), preparing the classroom, and tidying away. Providing general support to the Food Science teacher.
Reporting to:	Faculty Leader, Technology Department.

MAIN (CORE) DUTIES	
Supporting the Teacher	<ul style="list-style-type: none"> • Prepare, set up, and tidy away equipment and materials ready for use in the appropriate classrooms, in accordance with academy risk assessments, and manufacturer’s instructions and the requirements of teaching staff, including preparing materials, delivering equipment to rooms, and photocopying. • Prepare and make teaching aids and demonstration models for use in teaching areas, including all aspects of any Scheme of Work. • Ensure that all equipment and materials are stored safely, records are kept and used materials are disposed of in a safe manner, as well as ensuring that hygiene and health and safety standards are maintained in preparation areas, including cleaning of sinks and fridges/ freezers. • Undertake basic maintenance and cleaning of equipment and assist in organising its servicing and repair as required in accordance with the manufacturer’s instructions. • To operate a safe and secure system for the storage of equipment, materials, and ingredients, ensuring that they are maintained in good condition and readily available for issue, including collecting, checking, and returning to stores. • To organise, maintain, and replenish storage areas and cupboards • To monitor levels of stock and re-order stock as appropriate, including placing orders, checking deliveries, and invoices. • To assist in compiling inventories of equipment and materials as requested. • To assist in maintaining appropriate records, statistics, and filing systems in accordance with stated requirements. • To assist teaching staff with the general running of practical work sessions in a supporting capacity. • Provide technical assistance to teachers. • To trial practical activities, assess risks for technician activities, and keep up to date with curriculum developments within the areas of the post holder’s responsibility. • To undertake safety checks as required and to comply with the requirements of health and safety, COSHH, and other relevant legislation and school documentation, and to keep records of checks carried out by faculty staff. • To clean and make spills safe. Breakages and related incidents that require careful handling. • To carry out specific tasks as directed by the Department Leader during the school holidays. • To ensure that all classrooms are clear at the end of the school day and are prepared for lesson 1 the next day.
Supporting the Curriculum	<ul style="list-style-type: none"> • Supervise work that has been set in accordance with the Academy policy • Deal with any immediate problems or emergencies according to the Academy’s policies and procedures.



Supporting the Academy	<ul style="list-style-type: none">• Contribute to the overall ethos/work/aims of the Academy• Be aware of and comply with policies and procedures relating to child protection, health and safety, security, confidentiality, and data protection; reporting all concerns to an appropriate person• Attend and participate in meetings• Participate in training and other learning activities as required• Supervise students on visits, trips, and out-of-academy activities as required• Take on the supervisory duties of absent staff at break and lunchtime within the Academy• Assist as part of a team by invigilating internal and external examinations
Engaging in Professional Development	<ul style="list-style-type: none">• Participate in regular performance reviews to ensure that any personal development needs are identified and met• Complete training required for the role via the online training portal• Attend relevant INSET training. Review and maintain your own professional practice through agreed development activities
Health and Safety	<ul style="list-style-type: none">• In accordance with the provisions of the Health and Safety at Work Act 1974, to take reasonable care for the Health and Safety of yourself, colleagues, and pupils who may be affected by your omissions at work, and to co-operate with the Academy so far as is necessary to enable the Academy to perform or comply with their duties under statutory Health and Safety provisions.
Other Specific Duties	<ul style="list-style-type: none">• To play a full part in the life of the Academy community, to support its distinctive mission and ethos, and to encourage staff and students to follow this example• To actively promote the Academy's policies• To continue personal professional development• To comply with the Academy's Health and Safety Policy and undertake risk assessments as appropriate• To comply with the Academy's procedures concerning safeguarding and to ensure that training is accessed.• Whilst every effort has been made to explain the main duties and responsibilities of the post, each task undertaken may not be identified.• Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.• Employees are expected to maintain a standard of dress conducive to their position as professionals and in setting an example to students.
<p>This job description is not necessarily a comprehensive definition. It will be reviewed periodically and, when appropriate, to reflect or anticipate changes in the job commensurate with the grade and job title. It may be subject to change or modification at any time after consultation, taking into account the circumstances of the Academies and their implications.</p>	