



Job Description for Food Technology Technician

15 hours per week, Term Time only, (8am-11am Monday to Friday)
Salary FTE £26,402 - £28,207, Actual £9,201 - £9,830
Contract – Permanent
Pension – Eligible for the Local Government Pension Scheme

As a Catholic school, all staff work with the, Headteacher and the Governors in realising the educational Mission of the Church which is reflected in the school's vision statement, its SEF and the school development plan.

The post holder will be line managed by the Subject Leader for Design & Technology:

KEY FUNCTIONS OF THE ROLE

1. To help implement the aims of the school.
2. To attend meetings for non-teaching staff as and when required, plus in service training as appropriate.
3. To encourage a stimulating, secure and safe, orderly and attractive environment.
4. To ensure that all safeguarding procedures are understood and implemented.
5. To ensure the implementation of school and departmental policies.
6. To maintain practices which lead to the highest possible standards.

SPECIFIC RESPONSIBILITIES

1. To support Food staff in the preparation of materials in their teaching.
2. To prepare resources for Food lessons including organisation of ingredients and equipment.
3. To assist staff in providing a stimulating and safe environment for learning.
4. To perform regular stock control tasks in line with Local Authority health and safety regulations.
5. Take inventories and re-order depleted supplies in consultation with the subject leader and the schemes of work.
6. The organisation and maintenance of efficient storage systems for equipment and materials.
7. To organise additional 'paper' resources e.g. photocopying.
8. To support staff and students during practical activities.
9. To clear classrooms/work areas after lessons, undertake washing up, cleaning of work surfaces, return of resources to appropriate storage, etc as required, maintaining appropriate levels of hygiene at the end of each day.
10. Maintenance of food preparation equipment and workstations, ensuring they are safe to use and cleaned regularly as per the cleaning schedule.
11. To make arrangements for maintenance and repair services to equipment.
12. To assist in the maintenance of health and safety standards; check and inform colleagues of all Health and Safety issues and COSHH.
13. To ensure staff and facilities comply with all relevant legislation, policies and procedures.

All post holders are expected to support the school's aims, familiarise themselves with school policies and procedures and to reinforce these with students, parent and clients, where appropriate. The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment. This school is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment. All posts are subject to an enhanced DBS check.