



***Commitment to others, Commitment to learning.***

*Chronicles 28:20 Be strong and courageous, and do the work.*

*Do not be afraid or discouraged, for God is with you.*

**Job Description**

Job Title	Design & Food Technology Technician
Grade and Salary Range	Grade 6, SCP 8-13 (£22,777 - £24,948) Actual salary £17,101 - £18,732 44.45 paid weeks
Hours	32.5 hours per week (08 30 - 15 30, Monday to Friday) Term-time plus 5 inset days
Contract type	Permanent
Reporting To	Subject Leader, D&T
Additional Information	The successful candidate will be engaging in regulated activity, working regularly in a location where the work gives an opportunity for contact with children. An Enhanced DBS will be required.

**Job Purpose:**

To assist teaching staff in providing safe areas for students and teaching staff. The Food Technician will provide support to the department, with the preparation of tools, equipment and materials for lessons. The Food Technician will undertake a practical health and safety role for the relevant departments.

**Responsibilities:**

- To have level 2 hygiene and food safety training; but can be completed online if successful;
- To have an understanding of food and design; training will be given;
- To report to the head of department and work with the food/textiles teacher(s);
- To help with the ordering and maintaining stock in all areas of food and design technology;
- To help store,organise and prepare ingredients and recipes for the food curriculum;
- To help keep the kitchen, storeroom and equipment clean and organised;
- To help prepare equipment and ingredients in the food room for practical lessons;
- To help prepare ingredients and equipment for demonstrations in food;
- To assist teachers and pupils in the design technology food/textile lessons, in all age groups;
- To help with the organising of the food practical exams in the upper school;
- To help produce worksheets and workbooks for the students;
- To provide support in all aspects of Health & Safety within the department.

**General Duties:**

- To be familiar with and adhere to all Trust and School Policies;



- To fulfil your duties and responsibilities regarding safeguarding pupils and health and safety in the workplace;
- To support the aims and ethos of the school and promote good relationships with students, colleagues and parents;
- To set a good example in terms of dress, punctuality and attendance;
- To participate in the School's arrangements for appraisal, professional development and other mandatory training;
- To undertake other such duties as may be reasonably required by the line manager which are in line with the grading of the post.

*The Oxford Academy and The River Learning Trust are committed to safeguarding and promoting the welfare of all children and preventing extremism; all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS) and obtain any other statutorily required clearance. Employment will also be conditional on the receipt of at least two acceptable references (1 from current/latest employer) and evidence of the formal qualifications required for the role.*

*This job description is written at a specific time and is subject to change as the demands of the organisation and the role develops. The role requires flexibility and adaptability and the employees of the Academy as part of the River Learning Trust need to be aware that they may be asked to perform tasks and be given responsibilities not specified on this job description.*



## Person Specification

<b>Qualifications</b>	<ul style="list-style-type: none"><li>● Experience in relevant discipline or related qualification;</li><li>● First aid qualification desirable, but training can be given;</li><li>● Willingness to work flexibly when required.</li></ul>
<b>Experience</b>	<ul style="list-style-type: none"><li>● Experience of working in a school or with young people is desirable;</li><li>● Experience of working in a Technology or Food environment;</li><li>● Have knowledge of Health &amp; Safety regulations/procedures;</li><li>● Experience of working with young people is desirable.</li></ul>
<b>Knowledge</b>	<ul style="list-style-type: none"><li>● Understanding health, safety and welfare regulations and best practice;</li><li>● Knowledge of particular subject/technical area;</li><li>● Knowledge of relevant policies/codes of practice/legislation;</li><li>● Ability and enthusiasm to work jointly with colleagues.</li></ul>
<b>Skills</b>	<ul style="list-style-type: none"><li>● Good numeracy/literacy skills;</li><li>● Good keyboard and data entry skills;</li><li>● Effective communication skills to be able to develop open and constructive relationships with a wide range of young people and staff;</li><li>● Ability to prioritise effectively;</li><li>● Ability to relate well to people on all levels;</li><li>● Work constructively as part of a team, understanding school roles and responsibilities and your own position within these;</li><li>● Ability to identify own training &amp; development needs and co-operate with appropriate individuals to address these;</li><li>● Ability to relate well to children and adults;</li><li>● Ability to interpret advice/statute and to devise policy/practice in the light of these;</li><li>● Good organisation and personal management skills.</li></ul>
<b>Personal Attributes</b>	<ul style="list-style-type: none"><li>● Commitment to the safeguarding of children and young people;</li><li>● To be organised and efficient;</li><li>● Enjoy working with young people and have the ability to inspire students;</li><li>● Reliable and punctual Have a polite, friendly and flexible approach to work;</li><li>● To have a good sense of humour;</li><li>● To follow instructions;</li><li>● To keep calm and professional at all times;</li><li>● Working in close proximity to and inspiring and motivating others;</li><li>● Willingness to work flexibly when required</li></ul>