

Technician – Food Technology & New & Emerging Technologies

Salary: Band 5 SCP 4 - 6

Job Description

Purpose of the Post

To deliver an efficient and effective technician support service which adds value, facilitates the achievement of educational objectives and contributes to the provision of a safe and stimulating environment. To provide support in Food Technology, Robotics, 3D printing, and e-Textiles. Training can be provided if needed for the New & Emerging Technology aspect of the role.

Main duties and responsibilities

- Raise student attainment by supporting staff within the Technology and Food Technology areas
- Department by meeting efficiently and effectively the support requirements of individual staff, students and groups of students in order to support teaching and learning
- Form professional and collaborative working relationships with colleagues
- Set a good example to students, parents and other visitors to the school through presentation and personal professional conduct
- Ensure the maintenance of a clean, safe and orderly working environment within the Textiles and Food Technology teaching areas
- Prepare materials, ingredients, and equipment for lessons
- Organise and monitor safe storage of ingredients, equipment, and materials
- Provide in class support with practical work & work 1:1 with pupils as directed by teaching staff.
- Have due regard to Health and Safety procedures governing the use of practical equipment within Food Technology
- Demonstrate a sound understanding of a range of dietary requirements and how recipes can be adapted to meet them
- Be flexible as required and within reason to support other areas within the Arts & Technology Faculty.
- For example but not exclusively; in support of absence, non-specialist staffing and during practical exams

General Maintenance

- Ensuring safe and hygienic storage of students' food, both cooked and uncooked
- Ensuring food preparation and storage areas are tidy and meet health and safety requirements
- Ensuring equipment is tidy and readily accessible to staff and students
- Upkeep of teaching areas and prep rooms
- Prepare and create displays under the guidance of lead subject staff and the Head of Faculty

Material Preparation

- Prepare materials for individual pupils & for whole classes by weighing out ingredients and storing student ingredients in safely
- Oversee the use of kitchen equipment and resources in accordance with Health & Safety requirements
- Assist with setting up for food lessons and tidying away at the end of the lesson, check all tools are put away after practical sessions

Administrative Tasks

- Data sheets such as CLEAPPS and COSHH should be kept up to date for all substances stored
- Monitor the status of IT equipment and inform IT technicians if attention is needed
- Order items as requested by faculty staff and for replenishment purposes
- Order consumables including a weekly online food order
- Stock control – re-order items when last or nearly last items are issued
- Put away and organise deliveries by outside providers and students
- Keep a record of student contributions
- Photocopy as required

Organisation of Storage

- Keep all storage areas tidy and organised at all times including sink and cooking areas
- Keep all consumables stocked up ready for lessons in addition to being in date for perishable items
- Keep all stock clearly labelled and accessible at all times
- Ensure all stock is stored in a safe and secure manner
- Keep an up-to-date register of all COSHH substances stored

General Requirements

- Actively seek to develop professionally
- Participate in the school Performance Management process
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person
- Carry out all duties and responsibilities with due regard to the school policies
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance management as required.
- To support, uphold and contribute to the development of the Council's Equal Rights policies and practices in respect of both employment issues and the delivery of services to the community
- Be subject to a police criminal records check (enhanced disclosure) from the Criminal Records Bureau
- In accordance with the provision of the Disability Discrimination Act 1995, perform all duties and tasks with reasonable adjustment, where appropriate
- The duties of the post may vary from time to time, as required by the Head teacher, without changing their general character or level of responsibility

Person Specification

	Essential	Desirable
Qualifications, training & experience	The successful candidate will have: GCSE English and Maths (A-C) or equivalent eg. Adult Literacy/Numeracy at level 2.	Experience of working in an educational environment
Knowledge & skills	<p>The successful candidate will be able to:</p> <ul style="list-style-type: none"> • Set up resources, equipment and materials for lessons • Support structured and practical activities • Order and maintain sufficient supplies of materials to enable delivery of lessons • Safely and securely store allocated equipment and materials to prevent unauthorised access • Demonstrate creativity and flair • Communicate effectively with a range of people in school • Self-motivated with proven ability to work on own initiative and to organise and prioritise tasks • An interest in education and desire to work with young people • Ability to work as part of a team • Willingness to undertake training and keep abreast of current issues relevant to own area of work • Perform general administration duties and maintain records 	<p>Knowledge Food Technology to include relevant aspects of Health and Safety</p> <p>Knowledge of, or interest in, New and Emerging Technologies</p>
Personal qualities	<ul style="list-style-type: none"> • Excellent verbal and written communication skills. • Excellent time management and organisation skills. • A flexible approach towards working practices. • High expectations of self and a desire to maintain professional standards • The ability to work as part of a team and independently. • The ability to maintain successful working relationships with colleagues • High levels of drive, energy, and integrity. • A commitment to equal opportunities and empowering others • An understanding that individuals may have fundamental differences, and the ability to adapt plans to accommodate for these • A keen eye for details, trends, and inconsistencies <p>The successful candidate will be:</p> <ul style="list-style-type: none"> • Committed to promoting high-quality standards throughout their duties • Dedicated to their professional development and achieving desired qualifications • Able to plan and take control of situations • Committed to contributing to the wider school and its community • Capable of handling a demanding workload and successfully prioritising work 	

	<ul style="list-style-type: none"> • Able to offer some flexibility in working hours where necessary and be available for occasional out of hours work 	
DBS	<ul style="list-style-type: none"> • The successful candidate will require an enhanced DBS check and for them to be signed up to the DBS update service 	

Behaviours and expectations:

All staff members are expected to adhere to and promote professional standards including the Trust and Parkside’s code of conduct and values.

General:

The post holder will be expected to undertake any other duties, commensurate within the grade, at the discretion of the Principal and develop and promote high standards of professional conduct in school.

You will be expected to carry out your duties in line with the School’s policies, procedures and relevant legislation. You will be made aware of these in your appointment letter, contract, induction, ongoing performance management and development through school communications.

You will be expected to attend and participate in a wide variety of meetings as well as training and development activities to support Trust, and your own professional development.

As part of your wider duties and responsibilities you will be required to promote and actively support the school’s responsibilities towards safeguarding. Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have.

The post holder must be willing to undertake an enhanced Disclosure and Barring Service check. Please note that a conviction may not exclude candidates from appointment but will be considered as part of the recruitment process.

4th December 2024