



### JOB DESCRIPTION

Role Title	Department	Reports to
Food Technician	Food and Nutrition	Head of Food and Nutrition

### PURPOSE

To promote the academic achievement of students in Food and Nutrition through supporting the teams of teachers who deliver those subjects. The following job description outlines the main responsibilities of the job and is not an exhaustive list of all relevant duties. The Trust reserves the right to alter this job description at any time.

### DIMENSIONS

Direct Reports	Budget Responsibility
None	None

**HOURS: 8:15am-4:15pm daily with a 30-minute unpaid break per day. 39 weeks.**

### PRINCIPAL ACCOUNTABILITIES

#### MAIN DUTIES

- Preparation of materials and learning resources for use by teachers and students for Food and Nutrition lessons.
- Regular upkeep of displays within the Academy and departments.
- Providing support for teachers and students in lessons, where agreed between with Head of Department and teachers.
- Regular monitoring of the levels of consumable materials and stock items, advising the Head of Department when replenishment is necessary and ordering.
- Regular monitoring and safety checking of equipment used in the department.
- Photocopy of materials for lessons.
- Maintaining and repairing tools and equipment as appropriate.

#### Knowledge and Experience

- Awareness of Health & Safety legislation as it relates to the work of a school.
- Detailed knowledge of safe working practices in relation to the handling and usage of hazardous equipment and tools.
- Demonstrate knowledge, understanding and positively promote equality of opportunity.
- Supports a positive culture throughout the organisation and adopts behaviours that exemplify the Trusts culture.
- Encourage the development of productive and collaborative working relationships across the Trust.

- The post holder will be required to undertake other duties and any reasonable instructions given by the line manager or the Trust.

## PERSON SPECIFICATION

Knowledge/Experience	<ul style="list-style-type: none"> <li>• Awareness of Health &amp; Safety legislation as it relates to the work of a school.</li> </ul>
Technical/Business Skills/Ability/Training	<ul style="list-style-type: none"> <li>• Practical skills and knowledge of food and nutrition.</li> <li>• Ability to offer guidance and assistance to students and teachers on the practical and safe use of equipment.</li> <li>• Ability to carry out the maintenance of equipment.</li> <li>• Ability to prepare a range of equipment and resources for lessons, as requested by the teaching staff.</li> </ul>
Particular aptitude/Personal skills required	<ul style="list-style-type: none"> <li>• Ability to work independently and use initiative.</li> <li>• Ability to effectively work as part of a team.</li> <li>• Ability to identify work priorities and manage own workload.</li> <li>• Ability to demonstrate well developed interpersonal and communication skills.</li> <li>• Ability to establish positive relationships with students, including those with special educational needs.</li> </ul>

## Associate Staff Standards

We as Trust colleagues, make upholding the reputation and standards of the Trust our first concern, and are accountable for achieving the highest possible standards in our work and conduct. Our Job Descriptions define the behaviour and attitudes required. We act with honesty and integrity; have strong subject knowledge, keep our knowledge and skills up to date and are self-critical; forge positive professional relationships and work with parents/carers, visitors and outside agencies in the best interests of students.

## Personal and Professional Conduct (Job Description Statement)

A colleague is expected to demonstrate consistently high standards of personal and professional conduct. The following statements define the behaviour and attitudes which set the required standard for conduct for all employees;

We uphold public trust and maintain high standards of ethics and behaviour, within and outside school, by:

- Treating students, colleagues, visitors and parents/carers with dignity, building relationships rooted in mutual respect and at all times observing proper boundaries appropriate to our position;
- Having regard for the need to safeguard students' well-being, in accordance with statutory provisions;
- Showing tolerance of and respect for the rights of others;
- Not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs;
- Ensuring that personal beliefs are not expressed in ways which exploit students' vulnerability or might lead them to break the law;
- Maintaining high standards of confidentiality and acting with integrity at all times.

I hereby confirm that I have received a copy of the above job description

PRINT: ..... SIGNED: .....