



Food Technology Technician

Responsible to: Mrs R Davies

Terms: Grade: 3 Scale Point: 4-6
12.5 hours per week, term time plus one week (39 weeks)
Contract Type: Permanent

All school staff are expected to:

- Work towards and support the school's strategic vision and objectives.
- Adhere to school policies and procedures as set out in the staff handbook or other documentation available to all staff.
- Support and contribute to the school's responsibility for safeguarding students.
- Work within the school's health and safety policy to ensuring a safe working environment for staff, students and visitors.
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues.

Specific Responsibilities:

- To be aware of current Health and Safety regulations, and keep up to date with any changes.
- Advise the Head of Technology of any problems with equipment and low ingredient stock levels.
- Ensure that materials/equipment are ready, prior to the start of lessons.
- To deal pleasantly and politely with members of staff and pupils.
- Maintain equipment and arrange for repair as necessary.
- Ensuring the stock of allergen free equipment and ingredients is maintained
- Clean and store equipment after use, and tidy and clean kitchens after practical lessons.
- Use the department's computer to produce recipes, posters and labels and print photographs of pupils cooking, laminate work as necessary.
- Assist in practical lessons and exams.
- Supervise pupils if teacher needs to leave the room for an emergency.
- Conducting daily fridge temperature checks and ensuring fridges and cupboards are empty and clean.
- Ensuring "dangerous" equipment such as knives are all present and safely stored away.
- Liaise with staff within school for any special practical lessons.
- Have an in depth knowledge of all equipment/machinery used in the department.
- Carry out washing for the Department.
- Undertake cleaning of cupboards and equipment (empty cupboards, check condition of all equipment and strip ovens to fully clean in both kitchen areas) – in line with department policy.
- Update their skills by attending courses offered by the School.
- Hold, or be willing to train for, a current first aid qualification and be part of the school team dealing with first aid/medical situations

This job description is intended as a guide only and not as an exhaustive list of duties. The post holder will be asked to carry out tasks that are not specifically detailed on this job description but which are deemed appropriate for the post holder to fulfil, either by the Headteacher, another member of the Senior Leadership Team or their line manager.

Person Specification - Qualities, Skills and Experience

Criteria	Essential	Desirable
Basic understanding of cooking, recipes and food ingredients	•	
Effective communication and dissemination of information and Food Technology procedures	•	
Demonstrable experience and knowledge of classroom operations		•
High levels of accuracy, literacy and numeracy	•	
Excellent organisational and planning skills	•	
Ability to meet tight deadlines and work under pressure	•	
Ability to use initiative and be self-motivated	•	
Willingness to work collaboratively and as a part of a team	•	
Ability to problem-solve, think creatively and develop new ideas		•
Excellent levels of integrity, confidentiality and appropriateness	•	
Ability to carry out non-routine tasks using personal initiative	•	
Enhanced disclosure with DBS	•	
Good health and attendance	•	
First Aid Certificate		•
Enthusiasm	•	
Capacity for hard work and resilience	•	
Adaptability	•	
Sense of humour	•	
Positive team player	•	
Good personal and interpersonal skills	•	
Flexibility and willingness to undertake additional roles at short notice	•	
Interest in continuing professional development		•
Ability to be flexible in working hours		•
Self-awareness and ability to seek help/advice	•	
Ability to prioritise under pressure	•	
High level of confidentiality	•	
Articulate and presentable	•	
Ability to show aptitude and acceptance of working within an environment that has numerous interruptions and changing workload demands	•	
Ability to self-evaluate learning needs and actively seek learning opportunities	•	

