



ST HELENA SCHOOL JOB DESCRIPTION

Title of Post: Food Technology Technician

Band:

Responsible to: Subject Leader Food Technology

Purpose of Job: To provide full technical support to teaching staff and students, particularly in the preparation and cleaning/clearing of lesson materials/equipment

Main Duties and Responsibilities:

- To assist in the maintenance of supplies for the Department
 - To keep resources in an organised and accessible manner
 - To assist teaching staff in the preparation of resources for lessons
 - To undertake minor repairs to resources eg mending books, tightening fixings on saucepans lids, cupboard doors etc
 - To assist students with access to resources as appropriate
 - To clear classrooms/work areas after lessons, undertake washing up, cleaning of work surfaces, return of resources to appropriate storage etc – as required
 - To liaise with other Departments as required
 - To assist with photocopying
 - To collate and store student records for the Department
 - To assist staff with primary liaison days, including preparation and cleaning up
 - To maintain corridor displays termly and for Parents' Evenings/Open Week
 - To provide technical support for Food Technology staff and students at all times
 - To undertake laundering of tea towels, dish clothes and aprons, after each practical lesson
 - To ensure washing up liquid bottles are filled ready for each lesson
 - To liaise with Site Manager concerning any repairs needed for equipment eg cookers
 - To undertake any training commensurate with the post
- To occasionally assist and supervise students taking examinations.

General



- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.
- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace.
- To ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy.

The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

The above duties are neither exclusive nor exhaustive and the post holder may be required by the Line Manager to carry out appropriate duties within the context of the job, skills and grade.

Working Pattern for this post:

30 hours 50 minutes per week (between 8.30am – 3.30pm Monday – Friday – to be negotiated with Line Manager)

39 working weeks per year (term time + INSET)

PERSON SPECIFICATION

FOOD TECHNOLOGY TECHNICIAN

GENERAL HEADING	DETAIL	EXAMPLES
Qualifications & Experience	Specific qualifications and experience	Successful experience of working with children in a school environment NVQ 2 or equivalent in specialist area
	Knowledge of relevant policies and procedures	Good knowledge of appropriate procedures, regulations and guidance, eg health & safety, food hygiene, personal and general cleanliness
	Literacy	Good Literacy skills
	Numeracy	Good Numeracy skills
	Technology	Good working knowledge of ICT to support learning and for administrative/organisational effectiveness Ability to use kitchen and relevant cleaning equipment
Communication	Written	Ability to write basic letters etc
	Verbal	Ability to use clear language to communicate information unambiguously Ability to communicate effectively with others, including students, colleagues, parents/carers, outside agencies
	Languages	Seek support to overcome communication barriers with children and adults
	Negotiating	Ability to negotiate clearly with adults and children



Working with children	Behaviour Management	Ability to implement the school's behaviour management policy to ensure appropriate conduct and behaviour of students whilst in school
	SEN	Ability to understand and support children with difficulties or disabilities
	Curriculum	Good understanding of the school curriculum relevant to specific area
	Child Development	Basic understanding of child development
	Health & Well being	Understand and support the importance of physical and emotional wellbeing
Working with others	Working with partners	Understand the role of others working in and with the school Ability to make a contribution to the work of the team supporting children
	Relationships	Ability to establish rapport and respectful and trusting relationships with others
	Team work	Ability to work effectively with a range of adults Ability to work independently Ability to work as part of a team in a flexible way as required
	Information	Know when, how and with whom to share information Ability to follow instructions accurately
Responsibilities	Organisational skills	Good organisational skills Ability to remain calm under pressure
	Time Management	Ability to manage own time effectively Ability to meet deadlines
	Creativity	Ability to deal with unexpected problems Demonstrate a creative approach to support learning
General	Equalities	Awareness of and commitment to equality
	Health & Safety	Good understanding of Health & Safety
	Safeguarding	Understand and implement Safeguarding procedures
	Confidentiality/Data Protection	Understand procedures and legislation relating to confidentiality
	Training and Development	Be prepared to develop and learn in the role