



Job Outline

Food Technology Technician

Responsible to:	Subject Leader Food Technology
Salary Grade:	£17,007 to £17,681 / Band 2 to Midpoint (Actual salary from £4,295)
Full time/Part time:	Part time, Monday and Tuesday 9.45am – 3.45pm 39 weeks (38 weeks' term time plus 1 week non pupil days)

Job Purpose

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

Key Responsibilities

- Assist in the maintenance of supplies for the Department
- Keep resources in an organised and accessible manner
- Assist teaching staff in the preparation of resources for lessons
- Undertake minor repairs to resources e.g. mending books, tightening fixings on saucepans lids, cupboard doors etc.
- Clear classrooms/work areas after lessons, undertake washing up, cleaning of work surfaces, return of resources to appropriate storage etc - as required
- Liaise with other Departments as required
- Assist with photocopying
- Collate and store student records for the Department
- Assist staff with primary liaison days, including preparation and cleaning up
- Maintain corridor displays termly and for Parents' Evenings/Open Week
- Provide technical support for Food Technology staff and students at all times
- Undertake laundering of tea towels, dish clothes and aprons, after each practical lesson
- Ensure washing up liquid bottles are filled ready for each lesson
- Liaise with Site Manager concerning any repairs needed for equipment e.g. cookers
- Undertake any training commensurate with the post
- Undertake Emergency First Aid at Work training and occasionally cover for the Health & Welfare Officer
- Occasionally assist and supervise students taking examinations

General

- 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 support the learning culture and ethos of the school.
- Comply with individual responsibilities, in accordance with the role, for health & safety in the workplace
- Ensure all duties and services provided are in accordance with the trust's Equal Opportunities Policy

The Board of Trustees are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task needing to be undertaken may not be identified.

The postholder will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified within this job description.

This job description may be amended at any time following discussion with the Headteacher and/or CEO, and will be reviewed annually.