



CANDIDATE INFORMATION BROCHURE



To inspire young people to make their best better



June 2017

Dear Candidate

Thank you for taking the time to apply for the Food Technology Technician post at Maltings Academy.

Maltings Academy opened in September 2008 and is part of Academies Enterprise Trust, the largest nationwide, multi-academy sponsor in the country.

Academies Enterprise Trust firmly believes that all young people deserve to become world class learners – to learn, enjoy, succeed and thrive in a world class educational environment, which has the best facilities, the best teaching and the most up-to-date resources available to them.

Our vision is to help students achieve world class learning outcomes by developing world class teachers in a world class community.

Maltings Academy was graded as “Outstanding” by Ofsted in March 2015. “Students believe they can and will achieve and understand how to do so”. “They approach their learning with enthusiasm, confidence and determination”. Ofsted also said “students’ behaviour is excellent” and “teaching is highly effective”.

This is a great opportunity to work in an outstanding school.

Visits to the Academy are encouraged. To arrange a visit or for more information please contact Human Resources on 01376 512911 extension 1201 or hr@maltingsacademy.org

If you share our vision and values then we would be very excited to hear from you.

Yours faithfully

The Talent Team

Job description

Job Title: Food Technology Technician

Department: Technology

Responsible to: Head of Art & Technology

Job Purpose

To provide support to teaching staff and students, particularly in the maintenance of supplies for lessons and the routine cleaning of equipment

Safeguarding

Our academies are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

Main Duties

Food Technology

- 1.1 To support staff and students in practical lessons as directed by the Food Technology Teacher
- 1.2 To assist in the maintenance of food supplies for the department including preparing orders for suppliers, and direct purchase of supplies where necessary.
- 1.3 To keep resources in an organised and accessible manner.
- 1.4 To assist teaching staff in the preparation of resources for lessons.
- 1.5 To assist students with access to resources as appropriate.
- 1.6 To clear classrooms/work areas after lessons including washing up, cleaning of surfaces, equipment and cookers and return of resources to appropriate storage as required
- 1.7 To liaise with department members as required
- 1.8 To undertake photocopying and filing as required

General

- 2.1 To attend required meetings and training sessions
- 2.2 To participate in the appraisal process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager
- 2.3 To comply with individual responsibilities for health & safety in the workplace in accordance with the academies' Health & Safety Policies and Procedures. This includes completion of online health and safety training
- 2.4 To ensure that all duties and services provided are in accordance with the academies' Equal Opportunities Policy

- 2.5 To maintain confidentiality in all academy related matters
- 2.6 To undertake any other duties commensurate with the post, as directed by Line Manager

Other clauses:

1. The above responsibilities are subject to the general duties and responsibilities contained in the Teachers Pay and Conditions document (TPCD).
2. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
3. The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.
4. This job description may be varied to meet the changing demands of the academy at the reasonable discretion of the Head of Academy.
5. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.
6. Postholder may deal with sensitive material and should maintain confidentiality in all academy related matters.

Person specification

Criteria	Standard	Essential /Desirable
1. Specialist Knowledge & Experience	<ul style="list-style-type: none"> • Experience of cookery, food preparation and cleaning • Knowledge of food hygiene • Good literacy and numeracy skills including GCSE Maths and English • Knowledge of Health & Safety in order to maintain a safe working environment • Good IT Skills 	E
	<ul style="list-style-type: none"> • Basic Food Hygiene Certificate • Previous Food Technology Technician experience • Knowledge of National Curriculum requirements 	D
2. Organisation & Planning	<ul style="list-style-type: none"> • Experience of managing multiple tasks to deadlines • Ability to plan work on a weekly basis • Ability to maintain accurate work records and inventories 	E
3. Problem Solving & Initiative	<ul style="list-style-type: none"> • Experience of resolving problems independently and using initiative • Ability to adapt quickly and effectively to changing circumstances/situations • Ability to stay calm under pressure 	E
4. Communication	<ul style="list-style-type: none"> • Ability to communicate effectively to students and staff, both orally and in writing 	E
5. People Skills & Customer Focus	<ul style="list-style-type: none"> • Experience of building and maintaining effective relationships with others including negotiating effectively • Experience of working effectively as part of a team • Demonstrate a commitment to equality • Ability to motivate and inspire others • Experience of providing excellent customer service with the ability to be proactive and anticipate staff/students needs 	E
6. Flexibility & Adaptability	<ul style="list-style-type: none"> • Ability to adapt quickly and effectively to changing situations • Willing to work flexibly across both academies to meet academy needs • Willing to develop and learn in the role and undertake appropriate training courses 	E
7. Safeguarding	<ul style="list-style-type: none"> • Understanding of safeguarding / child protection procedures 	E

8. Other	<ul style="list-style-type: none">• Requirement to use VDU• Able to stand for long periods; lift and carry materials and equipment and work at height to reach high-level stock	E
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Academies Enterprise Trust

Academies Enterprise Trust is a network of 66 schools

(Primary, Secondary and Special) across England.

We believe that all young people deserve to become world class learners – to learn, enjoy, succeed and thrive in a world class educational environment, which has the best facilities, the best teaching and the most up to date resources available to them.

Our vision is to help pupils achieve world class learning outcomes by developing world class teachers in a world class community.



Ethos Statement

Every young person deserves the opportunity to have a life that can be described as 'good quality', free from fear and danger, where they can give and receive respect to and from others with a sense of well-being, belonging, worth and achievement.

AET academies will become High Performing Organisations and, therefore, must be the:

- Education provider of choice for pupils.
- Employer of choice for staff.
- Investment of choice for parents.

Values and Beliefs

Through our actions and behaviours we will strive to develop young people who:

- Respect themselves and the community (people, property and the environment), and seek to have a positive impact on society;
- Are polite, calm, caring, honest, trustworthy and helpful;
- Are responsible, independent and supportive of each other;
- Are tolerant, open minded and not prejudiced;
- Are determined and have a strong work ethic;
- Will be thoughtful and compassionate with the ability to listen and challenge in a considerate fashion;
- Have good communication skills;
- Offer themselves as good role models for future generations of learners and citizens;
- Can demonstrate strong self-belief and confidence and have high aspirations;
- Are team players who can work and support others, and where necessary are able to take on leadership roles.

Learning and Development

We welcome colleagues who drive their own professional development and who consider themselves lifelong learners. To encourage this we offer a professional learning journey which can be tailored to your individual needs. We provide experiences, social learning and formal programmes that will enable you to develop new skills, and to work, collaborate, learn and develop with colleagues across our large network.

Your journey will be accessible through the knowledge exchange to enable you to be responsible for your own learning and development. You will have access to the market place, resources and online communities to share good practice and be part of the vast learning opportunities across our network .

We are the largest network of academies in England allowing you to develop your skills, knowledge and expertise in a variety of different settings and locations across the country.

Our journey is designed to create a clear career pathway from induction, to statutory/core development, supporting further development, talent management and career progression. We will support you in achieving excellence together and stretch your learning and development to have greatest impact across our network.

For further information about the Academies Enterprise Trust please visit our website www.academiesenterprisetrust.org or contact recruitment@academiesenterprisetrust.org to answer any questions you may have.



Google Education

Google Education is an exciting and innovative way of learning, introducing easy tools to engage students whenever, wherever on any device!

In summer 2012, AET adopted G Suite for Education, the free web-based communication and collaboration suite available to education establishments.

With products including Gmail, Google Calendar, Google Drive, Google Sites and Google Classroom, AET recognised the potential it would bring to classroom learning, knowledge sharing across the academies, improvements in administrative efficiency and providing access from home for all.

This enables all our students and staff to have access to the most up-to-date technology. Our academies have also rolled out many class sets of Google Chromebooks, affordable browser-based laptops that provide quick, simple access to the web!

Google in Education



A New and Open World for Learning

Staff Benefits

Career Development

- Apprenticeships
- Financial Support towards achieving further Qualifications
- Leadership Programmes
- Progression Opportunities
- Teacher Training Programmes



Family Friendly

- Childcare vouchers – If you are using registered or approved childcare, you can choose to take part of your salary in childcare vouchers to pay for it which are Tax and National Insurance free. This means you get extra value from your pay packet each month.

Financial

- JTRS Apple Product Store—Employees, students and families are eligible to purchase a range of Apple products at preferential terms.
- EAG Essex Auto Group –Employees are eligible to receive preferential terms on the purchase of new vehicles within the EAG range of vehicle bands they offer. EAG also offer vehicle servicing and repairs, and hold an agency with Motability for those who require a vehicle to their specific disability needs.
- Pension

Health and Wellbeing

- Hi-Tec Sport – Hi-Tec offer staff, students, and parents of the Group a discount on all footwear purchased directly from Hi-Tec via its online store.
- Westfield Health – The Group has enjoyed a business partnership with Westfield Health since 2008, which offers an opportunity to obtain cash back for eligible employee's routine health needs. The scheme provides an excellent range of benefits for you and your dependent children.

Academies Enterprise Trust - Safe Recruitment Procedure

Academies Enterprise Trust is committed to safeguarding and promoting the welfare of children and young people in its academies. In order to meet this responsibility, its academies follow a rigorous selection process to discourage and screen out unsuitable applicants.

Disclosure and Barring Service

A Disclosure and Barring Service Certificate will be required for all posts.

Shortlisting

Only those candidates meeting the right criteria will be short listed.

Interview

1. Those shortlisted will take part in an in-depth interview process.
2. Candidates will be asked to address any discrepancies, anomalies or gaps in their application form.

Reference Checking

References from the previous and current employer will be taken up for shortlisted candidates and, where necessary, employers may be contacted to gather further information.

Probation

All new staff will be subject to a probation period of six months (which may, in certain circumstances, be extended by up to 3 months). The probation period is a trial period, to enable the assessment of an employee's suitability for the job for which they have been employed. It provides the academy/trust with the opportunity to monitor and review the performance of new staff in relation to various areas, but also in terms of their commitment to safeguarding and relationships with pupils.

Equal Opportunities

Academies Enterprise Trust recognises the value of, and seeks to achieve, a diverse workforce which includes people from differing backgrounds with different skills and abilities. AET takes positive steps to create an employment culture through its Board of Governors, managers and other employees, in which people can feel confident of being treated with fairness, dignity and tolerance irrespective of their individual differences. This commitment extends beyond the relationship between and conduct of employees and potential employees, to the whole community and others connected with it. AET is committed to the elimination of unlawful discrimination and to the promotion of good relations between all.

Data Protection

Personal data provided on your application, and for equal opportunities monitoring, is required to enable Academies Enterprise Trust to operate and monitor its recruitment and employment procedures. Data is kept secure and accurate, and disclosure is restricted to those people within the organisation who have a need to access it. Personal data supplied by you is destroyed within prescribed time limits, unless you are appointed, in which case the data you have supplied will form the basis of your individual staff record.