

JOB DESCRIPTION – 2018

Job Title: Food Technician

Reports to: Subject Leader – Food Technology
Deputy Head, Academic Studies

Department: Food

Hours per week: equivalent of 2 days per week (0.4), 37 weeks per year, attendance at INSET is also required.

Key Working Relationships

Deputy Head, Academic Studies
Subject Leader – Food Technology
Food Technology Department
Students

Job Summary

To provide technical support to teaching staff and classes primarily in the Food Technology practical classes. To adopt a flexible style in ensure the Food Technology room is fully prepared for teaching. To work alongside the Subject Leader – Food Technology to provide a resource support to teachers of Food Technology and promote and observe a healthy and safe working environment.

Duties and Responsibilities

Lesson Preparation

- Prepare lesson materials for Food Technology at KS3 and KS4 and assist the Subject Leader – Food Technology with practical work
- To assist with the preparation of ingredients
- Set up equipment for teacher demonstrations
- Prepare a class set of utensils/equipment for a practical session, class assessments, internal and external including the delivery of the appropriate risk assessment sheets
- Clear apparatus away after lessons, ensuring that equipment is cleaned and stored appropriately, washing up where necessary, note any discrepancies and communicating this to the Subject Leader – Food Technology

Equipment

- Identify faulty items and consult with Subject Leader – Food Technology concerning repairs or replacement
- Visual check of mains electrical cable and plug on equipment each time it is used
- Under the direction of the teacher, to provide support and guidance to students in using equipment or undertake learning activities

Departmental Administration

- Maintaining a filing system for the Department
- Maintain equipment inventory including ordering supplies, checking orders against deliveries and keeping records of departmental income and expenditure
- To assist with the upkeep of both stock and equipment records within the Department
- To provide administrative and clerical support as directed by the teacher, e.g. display work, reprographics, entering data and any other admin duties
- To communicate with IT department/caretakers to resolve problems with computers/facilities

Health and Safety

- To ensure compliance with all relevant aspects of health & safety whilst undertaking duties - COSHH/HASAW/Food Hygiene standards
- To maintain a high standard of cleanliness within the food Technology room.
- To ensure all students comply with all relevant aspects of health & safety whilst in the practical room
- To ensure that allocated areas are kept in good order and safety devices are in place and operational
- To inform the Subject Leader – Food Technology and/or Deputy Head, Academic Studies of any health and safety implications as and when they arise

Other Duties

- To participate in training and other learning activities and performance development as required

Other

The above is only an outline of the tasks and responsibilities of the role. The post holder will carry out any other duties as may be reasonably required by his/her line manager.

The job description and person specification may be reviewed on an on-going basis in accordance with the changing needs of the department and School.

This job description and accompanying documentation do not form part of the employment contract.

Terms and Conditions of Service

The post holder will be required to comply with all policies and procedures issued by and on behalf of the School.

The post holder will be required to participate in the School appraisal procedures as an appraisee and if applicable, as an appraiser.

The post holder will be required to attend statutory and mandatory training.

Safeguarding and Child Protection

It is the post holder's responsibility for promoting and safeguarding the welfare of children. You will comply with Leighton Park's Safeguarding and Child Protection Policy and the requirement to report to the Designated Safeguarding Lead any concerns relating to the safety or welfare of children. This post is classed as being in regulated activity.

Information Security, Confidentiality and Data Protection

During the course of employment the post holder may have access to, see or hear information of a confidential nature and he/she will be required not to disclose such information. All person identification information must be held in the strictest confidence and should be disclosed only to authorised people in accordance with the Data Protection Act 1998, unless explicit written consent has been given by the person identified.

Equal Opportunities

The post holder must comply with and promote Equal Opportunities and avoid any behaviour which discriminates against others on the grounds of sex, disability, marital status, sexual orientation, age, race, colour, nationality, ethnic or national origin, religion, political opinion, trade union membership.

Health and Safety

Under the Health & Safety at Work Act 1974, it is the responsibility of individual employees at every level to take care of their own health and safety and that of others who may be affected by their own acts at work. This includes co-operating with the School and colleagues in complying with Health and Safety obligations to maintain a safe environment.