

JOB DESCRIPTION

Food Technician	
Salary band	
Department / reporting to	Head of Department (Design Technology)
Hours per week / weeks per year	<p>28½ hours per week (term time only)</p> <p>08:30-16:00 Monday, Tuesday & Wednesday (1 hour lunch break from 13:00-14:00)</p> <p>08:30-13:00 Thursday & Friday</p>
Employment status	Temporary
Purpose and objectives of role	<ul style="list-style-type: none"> To support the Design Technology Department in ensuring provision of requirements for Food Technology teaching.
Key areas of responsibility, tasks and duties	<p>Promote and safeguard the welfare of the children and young people with whom you come into contact</p> <ul style="list-style-type: none"> Provide teacher support for practical lessons Preparation of materials, ingredients, equipment and tools prior to lessons. The manufacture of various teaching aids, and assisting in the preparation of display work and exhibitions. The maintenance of simple electronic mechanisms, components and equipment. Observance of current Health & Safety Regulations and other relevant legislation, and accept that safety training may be required after appointment. Maintaining of stock and resources and assisting the Head of Department in re-ordering as necessary. Setting of rooms for examination purposes. Despatching of examination and other coursework materials. Attend formal meetings of all department technicians and contributing to them.

	<ul style="list-style-type: none"> • Work as a member of a strong and well-motivated team, in as flexible and productive manner as is possible. • Keeping accounts for Food Technology. • Organise storage and display work for special events and visits. • Distribution of tools and equipment. • Collect and distribute post for department. • Report job requests (via Spiceworks) to the Estates Department. • Organise and maintain COSHH reports. • Respond and act to any unsafe acts witnessed. • Go offsite to purchase goods on behalf of the department.
USP benefits challenges opportunities	<ul style="list-style-type: none"> • A position requiring a combination of technical and practical skills. • The unique status of the school provides variety and interest as well as an exceptional working environment. • Opportunity to contribute to departmental effectiveness and the School's success. • Lunch is provided free in the School dining hall.

Person specification		
	Essential	Desirable
Education and qualifications	<ul style="list-style-type: none"> Minimum of GCSE A-C, O-level (or equivalent) level in English and Mathematics 	<ul style="list-style-type: none"> IT literacy
Specialist knowledge and skills	<ul style="list-style-type: none"> Adaptability; proven ability to adapt to new techniques and technology Enthusiasm; highly motivated to support department Flexibility Resourcefulness; be prepared to take on additional duties 	<ul style="list-style-type: none"> Show initiative and be proactive Desire to help staff and pupils Knowledge of and interest in carbon footprint reduction and reducing energy waste
Interpersonal and communication skills	<ul style="list-style-type: none"> Smart and personable Ability to develop and maintain professional and effective working relations with colleagues Ability to communicate clearly and confidently with a wide range of people Tact, diplomacy and discretion 	<ul style="list-style-type: none"> Ability to provide motivation and support to staff and pupils
Relevant experience	<ul style="list-style-type: none"> Able to provide evidence of successful work experience or previous employment 	<ul style="list-style-type: none"> Previous experience in a school environment
Additional requirements	<ul style="list-style-type: none"> Reliability and punctuality Energy and motivation Ability to contribute to and embrace change and innovation Ability to multi-task, take on additional tasks/responsibilities and work hard while retaining a sense of humour Ability to conduct visits off-site to collect stock and ingredients 	