

Northern Education Trust — Job Description

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| Job Title: | Food Technology Assistant | |  |
| Base: | Academy | |  |
| Reports to: | Head of Department | Grade: | SCP 10-12 |
| Service responsibility: |  | Salary: | £15, 613 -£16, 123 |
| Additional: |  | Term: | 18.5 hours per week,  39 weeks per year (actual salary to be pro-rata in line with hours / weeks worked) |

# JOB PURPOSE

> Supporting teaching and learning in the Technology Department on a day to day basis as directed by the Head of Department.

JOB SUMMARY

1. Ensuring laundry is washed and dried in time for the next day it is needed.
2. Preparing and clearing away of food demonstrations. 
3. Preparing and clearing away of stock and equipment for lessons.
4. Sorting and filing worksheets, including filing end of module ROA sheets.
5. Photocopying and supporting teachers in the production of departmental materials.
6. Cleaning and checking equipment storage areas due to open shelve system.
7. Cleaning communal equipment, e.g. fridge, washing machine etc.
8. Cleaning of dry food storage areas.
9. Restocking of consumables, e.g. washing up liquid, dry food tubs etc.
10. Assisting with the collection of food products at the end of the day.
11. Re-stocking of ingredients, stock rotation and control.
12. Assisting with the Food Technology Department orders.
13. Retrieving contact numbers/addresses from computer. Addressing envelopes.
14. Assisting with stock taking.
15. Maintaining technology related machinery. 
16. Cutting and preparing materials for textiles.
17. Preparing work for display.
18. Helping to put up displays.
19. Supporting community lead initiatives including healthy eating
20. Assisting teachers to support teaching and learning in the classroom

21 . To comply with the Academy's Child Safeguarding Procedures, including regular liaison with the Academy's Designated Child Safeguarding Person over any safeguarding issues or concerns;

22. To comply with the Academy policies and procedures at all times.



# GENERAL

To participate in wider Academy meetings and working groups as required.

2. All staff of the Northern Education Trust will abide by the one academy rule: 'All students and adults are expected to behave in a responsible manner both to themselves and others, showing consideration, courtesy and respect for other people at all times'.

NET is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced DBS check. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified and the post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.

Signed• Date•