

**Job Title:** Food Technology Technician

**Academy:** Unity City Academy

**Reports to:** Curriculum Lead for Technology

**Purpose of the Role:**

To provide an effective organisational support service to the Food Technology Department.

**Responsibilities:**

**General**

- Maintain a safe and clean working environment at all times
- Provide support and assistance to the classroom teacher during practical lessons
- Food preparation for lessons
- Work on your own initiative as well as a member of a team
- Plan and prioritise your work effectively
- Assist in the organisation and presentation of the Food Technology Room

**Maintaining Work Area**

- Ensure that the Food Technology Room work surfaces and sinks are clean and tidy.
- Ensure that fridges, cookers and equipment are kept clean and that a deep clean is undertaken when required.
- Ensure the appropriate cleaning equipment is available for use and stored securely.

**Equipment**

- Support the department in maintaining equipment.
- Wash and dry aprons, dishcloths and tea towels when required
- Ensure that all equipment is accounted for, in the correct place and replaced where necessary.
- Ensure that equipment is cleaned following use.
- Ensure that all equipment is stored in a safe hygienic and appropriate manner.
- Assist the classroom teacher in the logging in and out of certain items of equipment as required.

**Resources**

- Assist with the processes of stock control, ordering and management

- To assist with the preparation of materials for lessons, display and projects
- To assist in setting up for practical lessons and demonstrations

### **Support for the School:**

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality, IT and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the school
- Attend and participate in regular meetings, training and other learning activities as required
- To undertake other reasonable and appropriate tasks as required by your Line Manager or the Principal
- Be aware of and support the school's values, vision, motto, mission

### **Other clauses:**

1. The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.
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 Principal/Group/Chief Executive
5. There may be occasions when it will be necessary to cover other Administrative roles within the academy or to work with the administrative team when there are peaks and pressing issues.
6. 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.
7. Postholder may deal with sensitive material and should maintain confidentiality in all academy related matters.

### **Person Specification**

The post-holder will be able to demonstrate the following:

<b>Qualifications</b>	<ul style="list-style-type: none"><li>• Level 2 qualification in Food Technology/Creative Arts-related subject</li><li>• First Aid training or willingness to undertake appointed person certificate in First Aid <b>(desirable)</b></li><li>• Safeguarding (Child Protection) training <b>(desirable)</b></li></ul>
<b>Experience</b>	<ul style="list-style-type: none"><li>• Experience of working in a Food or Technology environment</li><li>• Experience of working in the Food Technology area/workshop</li><li>• Recent and relevant experience of working with children within an education setting, within a specified age range/subject area <b>(desirable)</b></li><li>• Experience of working in an Academy or school environment <b>(desirable)</b></li></ul>
<b>Skills &amp; Knowledge</b>	<ul style="list-style-type: none"><li>• Ability to relate well to children and adults</li><li>• Ability to work effectively within a team environment</li><li>• Ability to promote a positive ethos and role model positive attributes</li><li>• Excellent communication skills</li><li>• Excellent literacy and ICT skills</li><li>• Ability to take a creative approach and demonstrate high-standards of presentation</li><li>• Understanding of basic technology – computer, photocopier etc</li><li>• Relevant knowledge of First Aid <b>(desirable)</b></li><li>• Knowledge of Safeguarding (Child Protection) <b>(desirable)</b></li><li>• Equal Opportunities and recognising the nature of the diverse Academy community <b>(desirable)</b></li></ul>
<b>Attributes &amp; Qualities</b>	<ul style="list-style-type: none"><li>• Friendly, approachable and professional manner</li><li>• Calm approach</li><li>• A commitment to working as part of the whole Academy team and supporting the vision and aims of the Academy</li><li>• Demonstrate and promote the positive values, attitudes and behaviour</li><li>• Able to improve their own practice through observations, evaluation and discussion with colleagues.</li><li>• Ability to liaise sensitively and effectively with parent and carers</li></ul>