

### Job Description

<b>Postholder</b>	DT Food and Textiles Technician
<b>Line Manger</b>	Head of DT Faculty
<b>Salary/Scale of Post</b>	Grade E, Scale Points 17 - 19 (Currently £18,672 - £19,446) full time equivalent
<b>Hours of Work</b>	20 Hours Per Week , 39 working weeks
<b>Post Purpose</b>	<p>The DT Food and Textiles Technician will form part of the Design and Technology team and will be responsible to the Head of Faculty but work under the direction of the Head of Food and the Head of Textiles (as appropriate) on a day-to-day basis. He/she will be responsible for providing practical support for food and textiles lessons, including the preparation of ingredients and fabrics, as well as the maintenance and cleaning of equipment and facilities.</p> <p>The information below is provided for the post holder to understand and appreciate the work content of the post. However, it should be noted that whilst every endeavour has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings have been used below, in the assumption that all usual associated routines are included in the post description.</p>
<b>Specific Duties</b>	<ul style="list-style-type: none"> <li>• Maintains equipment in Rooms D5 – D9 and keeps the Food Prep room clean and organised.</li> <li>• Cleans cookers and other equipment as required.</li> <li>• Organises equipment and resources for practical lessons.</li> <li>• Prepares and measures out ingredients for experimental work.</li> <li>• Monitors consumable stock levels, including food, fabric, cleaning and stationary and advises the relevant teaching staff regarding ordering requirements.</li> <li>• Purchases small quantities of food and cleaning materials as directed.</li> <li>• Carries out stock checks for food and textile items as listed on the school's Asset Register.</li> <li>• Maintains good working relationships and contributes effectively to the team's work.</li> <li>• Provides support in lessons and during educational visits where</li> </ul>

	<p>directed.</p> <ul style="list-style-type: none"> <li>• Photocopying and the collation of work sheets as directed.</li> </ul>
<b>Other Duties</b>	<ul style="list-style-type: none"> <li>• Responsible for promoting and safeguarding the welfare of children and young people that you might come into contact with during the course of your day to day duties around the school site.</li> <li>• To carry out any other reasonable instructions given by the Headteacher, School Business Manager or the DT Head of Faculty or Head of Textiles or Head of Food.</li> </ul>
<b>General Conditions</b>	<ul style="list-style-type: none"> <li>• All duties must be carried out complying with: <ul style="list-style-type: none"> <li>• The Health &amp; Safety at Work Act.</li> <li>• Acts of Parliament, statutory instruments and regulations, as well as other legal requirements.</li> <li>• Relevant nationally-agreed codes of practice.</li> </ul> </li> </ul>