



OSWESTRY SCHOOL

FOUNDED 1407

JOB DESCRIPTION

Technician: Food Preparation and Nutrition

Line Manager

Headmaster

Reports to

Head of Faculty

Job Purpose

Technicians have a vital role to play in the School both in support of teachers and in having responsibility for various administrative matters to ensure that pupils derive maximum benefit from their lessons (especially practicals) by communicating well with teaching staff to make sure that practical lessons are properly equipped

Responsibilities

- Preparation of equipment/materials for the students
- To make sure that all requested equipment is provided and laid out at the beginning of lessons and cleared away at the end
- Ensuring a safe and hygienic environment, addressing health & safety issues in the rooms
- Being involved in departmental development
- Helping to organise the display of children's work
- Carrying out administrative tasks and other functions related to the smooth running of the department, e.g. ordering ingredients, printing
- To maintain equipment and manage food stores
- Carrying out other reasonable duties within the responsibilities of the post and capabilities and training as required as asked by the line manager

Job Requirements

- DBS checked
- Health and safety awareness
- Proficient IT user (word-processing, spreadsheets, databases, internet use)
- Ability to liaise with and relate to a wide range of people, including school pupils, parents and staff
- Excellent spoken and written communication skills
- Organised and methodical approach to work

Signed	Signed
Print name	Print name
Dated	Dated
<i>(Post holder)</i>	<i>(Line Manager)</i>