



## Job Description

<b>Job Title:</b>	Design, Food & Textiles Technician
<b>Salary:</b>	Scale 5 Points 9-12 £26,409 - £27,711 Actual Salary £22,640.63 - £23,756.84 (37 hours per week 39 working weeks (term time plus INSET days)
<b>Reporting to:</b>	Head of Department & Headteacher
<b>Liaison with:</b>	All School Staff, Visitors, External Agencies, Parents, Pupils, ECC Staff,
<b>Job Purpose:</b>	To provide support to teaching staff, particularly in the preparation and cleaning/clearing of lesson materials and maintenance of equipment, provide general support to the Food and Textiles department.

## Key Duties

### Creative Arts: Including Design Technology, Art, Textiles, Food Technology

- Ensure the efficient preparation and organisation of lesson materials as required.
- Work alongside students in preparing materials for examination coursework under the direction of teaching staff.
- Provide assistance to all departmental staff as required.
- Maintain appropriate stock levels for the department in liaison with the Head of Department.
- Ensure the application of Health and Safety procedures, and raise awareness of Health and Safety issues in relation to laboratories.
- Carry out minor repairs and maintenance of equipment where possible, and arrange for specialist external services for more complex issues.
- Regularly sharpen and maintain mechanical equipment to ensure safe use.
- Cut and provide materials as requested by teaching staff, and advise staff on stock levels. \*

*\*Training on machinery can be provided if no prior knowledge exists.*

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## **Creative Arts: Food Technology**

- Be responsible for preparing and checking orders for the department and maintaining appropriate stock levels.
- Ensure items are laundered as necessary and that kitchen equipment is cleaned after use.
- Ensure all demonstration materials, equipment, and provisions are prepared and available for teaching staff. This may include purchasing items from local retail outlets.
- Maintain a high standard of cleanliness in the Food Technology room, including cleaning after lessons.

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## **General**

- Undertake any appropriate training related to the role.
- Participate in the performance and development review process, taking personal responsibility for identifying learning, development, and training opportunities in discussion with the line manager.
- Comply with individual responsibilities, in accordance with the role, regarding health and safety in the workplace.
- Ensure that all duties and services are provided in accordance with the school's Equal Opportunities Policy.
- The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.
- The duties above are neither exclusive nor exhaustive, and the post holder may be required by the Headteacher to carry out other appropriate duties within the context of the job, skills, and grade.