**Job Description**

**Job Title:** Food Technician

**Location:** New Rickstones Academy

**Reports to:** Head of Department

**Purpose of the Role:**

To provide a practical, daily technician service within our school to members of the teaching staff in the Food Technology department through the preparation and provision of equipment and ingredients to enable pupils to carry out practical lessons.

**Responsibilities:**

This job description is not intended to be a full account of all aspects of the post. A flexible approach to the duties and responsibilities outlined below is expected.

* Maintain a safe and clean working environment at all times.
* Provide support and assistance to the classroom teacher during practical lessons, including working with students, demonstrating skills.
* 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.
* To attend and participate in relevant meetings as required.
* Support in delivery of enrichment, interventions and rewards after school as required.
* To undertake any other duties commensurate with the post as may be required by the Headteacher.

Maintaining Work Area

* To ensure that food technology rooms and equipment are kept clean and tidy and that food technology room safety regulations are met, including checking equipment for safety, cleaning and sterilizing equipment and advising students on safety aspects of particular practical work.
* Ensure that fridges, cookers and equipment are kept clean and that a deep clean is undertaken when required.
* Ensure that all equipment is accounted for, in the correct place and replaced where necessary.
* 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.
* To be responsible for maintaining departmental displays of work both in the technology area and around the school resources.
* To monitor supplies of stock and complete ordering when further supplies of resources or ingredients are required; check goods delivered against orders and storing appropriately; carry out stock taking and inventory checks.
* To record breakages and loans, in accordance with school policy, and assist with department filing, including maintenance of up to date catalogues and price lists.
* To assist with the preparation of materials for lessons, display and projects.
* To assist in setting up for practical lessons and demonstrations.

Other

* The post holder will be expected to carry out all duties in the context of and in compliance with all the school policies.
* To be willing to undertake training as necessary.
* To participate in personal and team reviews.
* To be familiar with Health & Safety regulations.
* Provide First Aid when necessary (after training)
* Other duties including support to facilitate the smooth running of the Technology Food Department.

In addition to the above requirements, all staff are required to:

**Promote the ethos of the Academy by:**

* Being strong leaders in their own right with pupils of all attainment levels;
* Being a positive leader of ethos, demonstrating a “can-do” solution focused mentality when faced with any gripes or concerns with other colleagues;
* Being a strong presence wherever they are in the Academy;
* Modelling high standards in expectations and practice;
* Following Academy policy and promoting policy in all areas and at all times;
* Dealing immediately with any problem they observe;
* Being positive and proactive in seeking solutions to problems and in planning ahead;
* Constantly looking for ways to improve and innovate in education;
* Seeking the highest standards possible and sharing them with others.

**Take responsibility for:**

* Professional development and conduct of colleagues and pupils;
* Quality of care provided for colleagues and pupils;
* The constant monitoring of the impact and effectiveness of innovation and operative systems within their remit;
* Being a conduit and filter for information to and from key stakeholders in the Academy;
* Organising their teams to deliver high quality service;
* Making sure what we say will happen, happens.

**Employee value proposition:**

We passionately believe that every child can discover their own remarkable life. It’s what motivates us around here. We know this vision requires something extra. Which is why at AET, you’ll find more. More opportunities, so you can forge your own path. More care and support, so you can prioritise what matters most. More purpose, for you and for the children we’re inspiring. Come inspire their remarkable with us.

**Our values:**

The post holder will be expected to operate in line with our values which are:

* Be unusually brave
* Discover what’s possible
* Push the limits
* Be big hearted

**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 Headteacher/Group/Chief Executive
5. 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.
6. Postholder may deal with sensitive material and should maintain confidentiality in all academy related matters.

**Safeguarding**

We are committed to safeguarding and protecting the welfare of children and expect all staff and volunteers to share this commitment. A Disclosure and Barring Service Certificate will be required for all posts. This post will be subject to enhanced checks as part of our Prevent Duty.

**Person Specification**

**Job Title:** Food Technology Technician

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| **General heading** | **Detail** | **Essential requirements:** | **Desirable requirements:** |
| **Qualifications** | Qualifications required for the role | * Grade C GCSE Maths and English or equivalent | * Qualifications in relevant fields * First Aid Certificate * Food Hygiene Certificate |
| **Knowledge/Experience** | Specific knowledge/  experience required for the role | * Good numeracy and literacy skills * Experience of working with children * Experience of working within catering or similar environment * Knowledge of Health and Safety issues including  - manual handling - safe working practices in relation to the handling and usage of hazardous equipment and tools * Working knowledge of food preparation techniques * A knowledge and commitment to safeguarding and promoting the welfare of children, young people and/or vulnerable adults | * Experience of working in an educational setting * Working knowledge of completing risk assessments * Working knowledge of national guidelines regarding curriculum delivery in food technology * Knowledge and understanding of the healthy eating initiative in schools. * Up to date with emerging preparation and presentation techniques. |
|  | Abilities | * Confident in delivering demonstrations * Ability of building and forming good relationships with colleagues and students. * Ability to work constructively as part of a team, understanding school roles and responsibilities, including own. * Ability to absorb and understand a wide range of information. * Good verbal and written communication skills appropriate to the need to communicate effectively with colleagues, students and other professionals. * Ability to meet deadlines * Ability to prioritise and manage conflicting demands. * Excellent administration skills including the use of computer software * Ability to work on own initiative * Good organisational skills * Be an effective communicator |  |
| **Personal Characteristics** | Behaviours | * Good communication and interpersonal skills * Customer focused * Has a friendly yet professional and respectful approach which demonstrates support and shows mutual respect * Open, honest and an active listener * Takes responsibility and accountability * Committed to the needs of the students, parents and other stakeholders and challenge barriers and blocks to providing an effective service * Sensitivity to the needs of others * Ability to discuss issues openly * Demonstrates a “can do” attitude including suggesting solutions, participating, trusting and encouraging others and achieving expectations * Is committed to the provision and improvement of quality service provision * Is adaptable to change/embraces and welcomes change * Acts with pace and urgency being energetic, enthusiastic and decisive * Has the ability to learn from experiences and challenges * Is committed to the continuous development of self and others by keeping up to date and sharing knowledge, encouraging new ideas, seeking new opportunities and challenges, open to ideas and developing new skills |  |
| Values | * Ability to demonstrate, understand and apply our values   + Be unusually brave   + Discover what’s possible   + Push the limits   + Be big hearted |  |
| **Special Requirements** |  | * Successful candidate will be subject to an enhanced Disclosure and Barring Service Check * Right to work in the UK * Evidence of a commitment to promoting the welfare and safeguarding of children and young people |  |