

JOB DESCRIPTION

Technician: Food Preparation and Nutrition and Art and Design



Line Manager

Head of Faculty

Objective of the role

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. online food shopping and ordering of ingredients or resources, printing, photocopying, stock taking
- To maintain equipment and manage stores
- Carrying out other reasonable duties within the responsibilities of the post and capabilities and training as required as asked by the line manager
- To support the teacher and pupils in lessons where required, for example, supervising pupils when using equipment etc
- To help with the room upkeep by cleaning equipment, ovens, art resources etc

Job Requirements

- DBS checked
- Health and safety awareness
- Proficient IT user (word-processing, spreadsheets, databases, internet use, online food shopping)
- 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>

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