



KING EDWARD VI  
HIGH SCHOOL FOR GIRLS



Food Studies Technician  
(part time)



# King Edward VI High School for Girls

King Edward VI High School for Girls (KEHS) is one of the leading girls' schools in the country with outstanding academic results and a large and varied programme of extra-curricular activity. The School was founded in 1883 and counts the actress Lindsay Duncan and the BBC Correspondent Reeta Chakrabarti amongst its alumnae. The School is an independent day school with 632 girls aged 11-18 and is part of the King Edward VI Foundation, which has eleven schools in Birmingham. The School is situated on a beautiful 50-acre campus in Edgbaston, which it shares with King Edward's School (KES).

At KEHS, we provide an outstanding education for able girls who relish original ideas and new challenges. Staff are passionate about their subjects and seek to inspire a love of learning for its own sake, in a remarkably supportive community. Girls combine a rigorous academic education with a huge range of high quality extra-curricular activities, preparing them for a wide array of Higher Education courses and careers.

The School has a mission to provide the best possible education for the brightest girls in Birmingham. Over 20% of pupils have some kind of financial support and almost 10% pay no fees at all. The funds for this are provided by the King Edward VI Foundation and through the generous donations of alumnae and other organisations.

## Academic success

KEHS regularly ranks as one of the top performing academic girls' schools in the country. Academic standards in the School are extremely high: in GCSE results, 82% grades were awarded Grades 8-9 and 93% Grades 9-7 (equivalent to A\*/A); 15 girls out of a year group of 94 achieved all Grade 9s; 35 students scored at least 8 Grade 9s and 67 achieved all Grades 7-9. At A Level, 36% grades were A\*, the highest percentage since the A\* grade was introduced, 75% were A\*/A and 96% grades were A\*/B. 32% girls achieved 2 A\* or more and 88% achieved all A\*-B with 18.4% getting at least 3 A\*s.

The School has a long history of sending girls to the very best universities including Oxford and Cambridge; in 2020, 14 students gained places at Oxbridge. The School was rated 'excellent' by the Independent Schools' Inspectorate earlier in 2019 and was ranked as one of the top 10 best value Independent Schools in September 2019 by the Daily Telegraph. The School was also recently named the 2019 Sunday Times West Midlands Independent Secondary School of the Year, and number 10 in the Sunday Times 'Parent Power' table of the top 150 independent schools in the UK.



# King Edward VI High School for Girls

## Extra-curricular activities

Our extra-curricular programme is second to none and central to girls' intellectual and character development, as they grow in resilience, confidence and a sense of the difference they can make.

There are over 70 extra-curricular activities on offer each week, ranging from Chess to Model United Nations to Ultimate Frisbee.

The School produces music and drama of an exceptional quality, with a biennial performance in the Symphony Hall in Birmingham. These activities were enhanced still further by the construction of the Sir Paul and Lady Ruddock Performing Arts Centre, a joint £11 million facility shared with King Edward's School, which opened in 2012.

There are many opportunities for students to perform, whether in the Junior or Senior Productions, or simply in Drama Clubs. The Dance Production is an annual highlight, with over 150 participants each year.

Sport is also a vital part of School life, and many teams compete at regional and national level in hockey, netball and rounders along with other sports including water polo, fencing and Ultimate Frisbee. The School has its own Sports Hall, gym and swimming pool, which were recently refurbished, and has two astro pitches and several netball pitches on site, together with a new athletics track in partnership with the University of Birmingham.

Girls have access to a wide variety of educational visits and trips, from language exchanges to Spain, Italy and Germany, to music and sports tours, with more local visits to museums such as the National Space Centre in Leicester and field trips to Malvern and Dorset. Students also attend lectures at Birmingham University and we are pleased to welcome visiting academics and alumnae to offer talks and lectures to the girls.

Further details about the School can be found at: [www.kehs.org.uk](http://www.kehs.org.uk)



# The Role

**King Edward VI High School for Girls in Birmingham, one of the best independent day schools in the country, seeks a Food Technician to join our successful Food Studies Department.**

**Job title:** Food Studies Technician

**Reporting to:** Head of Food Studies

**Salary:** £6,157 actual (£19,515 FTE) plus benefits - Grade 3 SCP 6

**Hours:** Thursday and Friday 8.30am to 4.30 pm with a 30 minute unpaid lunch break.

**Type of position:** Part time, permanent, term-time (including INSET days)

**Benefits:** School fee discount, defined contribution pension, lunch in term time, complimentary access to gym facilities and parking

**Start date:** 1<sup>st</sup> September 2021

## The Food Studies Department

Food Studies is taught as part of our Digital Learning and Technology course which encourages girls to be expressive and imaginative, to solve problems and to develop their creative abilities. Current options in Digital Learning and Technology include Food Studies, Electronics, Textiles, Film Making, and ICT.

The Food Studies department has its own well-equipped room. Food Studies is currently taught as part of a carousel in Key Stage 3, as an enrichment option in Year 10 as well as being a very popular course taken by Sixth Form students as part of the School's Sixth Form enrichment offer. The focus is on developing practical skills and learning about nutrition.

The Governors are also committed to investing in a new state of the art technology area.

The following job description is not comprehensive and is subject to negotiation and evolution as time passes.

# The Role

## 1 Job Description

We are seeking an experienced enthusiastic individual with a commitment to high standards to provide comprehensive technician support to the Food Studies department. This will require the technician to:

- Support the teaching and learning of Food Studies
- Order and prepare food ingredients
- Prepare and set up equipment and materials required for demonstrations and practical work
- Online ordering of ingredients and equipment and cleaning supplies within the department budget
- Undertake stock control and ensuring the rotation of ingredients
- Launder the cloths and tea towels used in the department
- Ensure the cleanliness and tidiness of the whole Food Studies area including ovens, fridges, freezers, work surfaces and floors
- Assisting with Open Mornings
- Arranging displays in the classroom and corridor
- Entering data into SIMS and purchase order system
- Photocopying and administrative tasks required by the department
- Assist in ensuring that Health and Safety and Food Hygiene procedures are followed at all times
- To ensure the maintenance of equipment for quality and safety
- To act as a First Aider when necessary

As a term of your employment, you may be required to undertake such duties as may reasonably be required of you, commensurate with your grade, as requested by your line manager. The role requires some element of manual handling and may, on rare occasion, involve the post holder having to work paid overtime. This will be agreed in advance with your line manager.

# How to apply

## 2 Person Specification

The ideal candidate would be required to show evidence of many of the following skills and qualities which have been divided into essential and desirable qualities.

	Essential	Desirable
<b>Skills</b>	<p>Ability to prioritise and manage own workload to meet deadlines.</p> <p>Ability to manage and prioritise multiple tasks.</p> <p>Self – motivated and proactive.</p> <p>Good interpersonal skills to communicate with pupils, staff and parents.</p> <p>Ability to work as part of a team and to undertake other duties and tasks in the department and school other than those directly within the job description.</p> <p>Confident using ICT and software to carry out general administrative tasks and online ordering.</p> <p>Reliable and conscientious approach to Health and Safety.</p>	<p>Experience of working in a school environment.</p> <p>Previous experience working with SIMS (the school database system) and purchase order systems.</p>
<b>Knowledge &amp; Experience</b>	<p>A general background of working in a food environment.</p>	<p>Experience of working in a Food Studies department in a school.</p>
<b>Education</b>	<p>Minimum Grade B in GCSE Maths and English.</p>	<p>Qualification in Food Hygiene</p> <p>A recognised Health and Safety and First Aid qualification or a willingness to undergo training.</p>
<b>Personal Qualities</b>	<p>A commitment to promote the school's commitment to the promotion of Equal Opportunities.</p> <p>A commitment to promote and safeguard the welfare of children and young people.</p>	

# How to apply

To apply for this role, forward a completed application form (available for download at: [www.kehs.org.uk/useful-information/vacancies](http://www.kehs.org.uk/useful-information/vacancies)) and a covering letter outlining why you feel that your skills and experience would equip you to take on this role, by email to Jenny Butterworth, Assistant Bursar: [recruitment@kes.org.uk](mailto:recruitment@kes.org.uk)

The deadline for applications is **9am Friday 25<sup>th</sup> June**. Early applications are welcome. Depending on the number of applications received, we reserve the right to bring the deadline forward.

Interviews will take place provisionally in the week commencing **28<sup>th</sup> June**.

If you have any queries about the role or would like to discuss it in more detail, please contact Jenny Butterworth, Assistant Bursar: [jfb@kehsmail.co.uk](mailto:jfb@kehsmail.co.uk)

*King Edward's School and King Edward VI High School for Girls are both committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. All successful candidates will be required to undergo an enhanced DBS check. A copy of the Schools' Recruitment, Selection and Disclosure Policy is available on the Schools' websites.*

