**Job Description**

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| **Job Title:** Food & Art Technician | **Leadership:** |
| **Responsible to:** Head of Department | **Location:** Rockwood Academy |

**This job description is not intended to be exhaustive and sets out the general scope and purpose of work and typical duties and responsibilities you will be required to undertake. It may be reviewed from time to time to meet the changing circumstances or requirements of the Organisation.**

**Job purpose:**

The post holder will provide support across the Food and Art departments to enable the delivery of a professional and efficient service.

**Main responsibilities**

* Preparation and setting up of equipment, materials and apparatus across the Food and Art departments
* Clearing away of used equipment and materials promptly and disposing of waste appropriately
* To ensure the security of equipment and materials
* General maintenance and cleaning of equipment and checking/maintenance of services and facilities
* Providing general support including photocopying, and other tasks, eg. updating stock records and reporting faulty equipment
* Attendance on relevant courses and external training courses as required
* Any other duties deemed appropriate to the grade and workload as requested by the SLT
* To participate in the operation of the Academy’s Appraisal Scheme
* Such other duties as may be appropriate to achieve the objectives of the post to assist the leadership in the fulfilment of its objectives commensurate with the post holder’s salary grade, abilities and aptitude.
* Any other duties deemed appropriate to the grade and workload as requested by the Governors/Trust.
* To participate in the operation of the Academy’s Appraisal Scheme.
* Such other duties as may be appropriate to achieve the objectives of the post to assist the leadership team in the fulfilment of its objectives commensurate with the post holder's salary grade, abilities and aptitudes.

**Mobility**

* The jobholder may be required to transfer to any job appropriate to their grade at such a place as in the service of the Trust they may be required, in accordance with legitimate operational requirements and / or facilitating the avoidance of staffing reductions.
* This job description reflects the major tasks to be carried out by the jobholder and identifies the level of responsibility at which the jobholder will be required to work, as at the date on which the last review took place.
* This job description may subject to review and/ or amendment at any time to reflect the requirements of the job. Any amendments will be made in consultation with any existing jobholder and will be commensurate with the grade for the job. The jobholder is expected to comply with any reasonable management requests.

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| **Job Description Reviewed by: Headteacher**  **Date: May 2019** |

**Person Specification**

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| **Job Title:**  Food & Art Technician | **Salary:**  **Grade: G2**  **Point: 3-8** | **Location:**  Rockwood Academy |

**The Personnel Specification outlines the main attributes needed to adequately perform the post specified. It is intended to give prospective candidates a better understanding of the post requirements. It will be used as part of the recruitment process in identifying and shortlisting candidates.**

**All posts will be subject to a DBS clearance at Enhanced level.**

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|  | **Essential** | **Desirable** |
| **Education, Training and Qualifications**   * GCSE English and Maths (grades A\*-C) or equivalent | **X** |  |
| **Experience, Knowledge, Skills /Competencies**   * Experience working within a school environment * Experience of a wide range of administrative functions * Competent in use of ICT packages such as Microsoft Word/Excel/PowerPoint * Experience in using SIMs | **X**  **X**  **X**  **X** | **X** |
| **Personal Attributes**   * Resilience, the ability to work under pressure and able to meet deadlines * Ability to think strategically, creatively and to prioritise * Excellent communication skills (including written, oral and presentation skills) * Excellent interpersonal skills * A commitment to CORE Education Trust vision, values, aims and the objectives of its academies programme | **X**  **X**  **X**  **X**  **X** |  |