



Post:	Cookery School Technician
Line Manager:	Head of Cookery
Hours of Work:	28 hours per week (34 weeks per year – term time only)
Salary:	£11,000 per annum
Start date:	October 2021
Location	Dean Close Senior School

The Cookery School Technician provides practical support to the Cookery School to support the needs of students and staff. They will provide technical advice and assistance in the classroom to support students and to assist with the provision of learning activities.

Duties and Responsibilities

- To prepare classrooms for lessons, practical activities and demonstrations
- To order, take receipt of, and manage stock control of all ingredients
- To prepare, distribute and then clear away equipment materials and resources for lessons as required
- To ensure that equipment is in good working order and that the classroom, preparation room and storage areas are in a clean, secure, safe and orderly condition, compliant with all relevant Food Safety and Health and Safety standards.
- To carry out both routine and non-routine checking, cleaning, maintenance, testing of equipment to the required standards
- To provide technical advice and support in the classroom, for example, with demonstrations, practical activities and resources
- To assist in ensuring the safe and effective operation and use of equipment, materials and resources
- To contribute to the development and organisation of facilities, equipment, tools and resources to support the teaching of the curriculum
- To assist in the promotion and observance of a healthy and safe working environment
- To liaise with facilities, suppliers or contractors when necessary and in relation to laundry, purchasing of consumables, equipment repairs, servicing and maintenance, new installations and disposals
- To assist in putting in place provision for practical school and public examinations
- To assist and maintain appropriate classroom and corridor displays within the Cookery School and within the School
- To assist in stock control, compiling purchase orders, liaising with suppliers and maintaining appropriate records
- To purchase and source items from butchers and grocers that do not deliver (driving licence and access to a car is essential)
- To establish and maintain good relationships with all students, parents / carers, colleagues and other professionals

- To undertake and ensure that all administrative duties, checks and documentation are completed to the required level of accuracy including photocopying and filing
- To maintain both manual and computerised record and filing systems in line with departmental requirements
- To attend school events as required, for example, open days and Commemoration
- To assist in escorting students on educational visits and participate in extra-curricular activities as required
- To attend relevant meetings and training sessions as required

This job description is not necessarily a comprehensive definition of the post. It will normally be reviewed once a year, but it may be subject to modification or amendment at any time after consultation with the holder of the post. The post holder is expected to be flexible and adaptable.

Candidate Specification

- Studied to a minimum standard of GCSE (grade A*-C or equivalent)
- Qualifications in relevant fields e.g. Basic Food Hygiene Certificate, First Aid
- Practical, hands on experience of catering/cooking
- Clean driving licence and access to a vehicle
- Previous experience of working in an educational environment (school, college)
- Be computer literate with experience of MS Office packages including Outlook, Excel and Word
- Be self-motivated and reliable with a disciplined work ethic
- Be approachable with good interpersonal and communication skills
- The ability to develop good working relationships with all members of the School community
- Ability to work constructively as part of a team and follow direction from line manager
- A well organised and resourceful approach to their work and have the ability to meet deadlines
- Be able to communicate well with children and young people and in particular be prepared to demonstrate:
 - Motivation to work with children and young people
 - Ability to form and maintain appropriate relationships and personal boundaries with children and young people
 - Professional attitudes to use of authority and maintaining discipline
 - Understanding of child protection and promoting the welfare of young people

All staff are expected to

- Work towards and support the Dean Close Foundation vision and ethos.
- Support and contribute to the Foundation's responsibility for safeguarding pupils.
- Work within the Foundation's health and safety policy to ensure a safe working environment for staff, students and visitors.
- Promote equality of opportunity for all students and staff, both current and prospective.

The Dean Close Foundation is committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.



- Undertake any other reasonable duties required that are related to the job purpose from time to time.

The post holder may be required to perform duties other than those given in the job description for the post from time to time. The particular duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibility entailed.

How to Apply

Please click 'Quick Apply' and complete the application and forward any queries to recruitment@deanclose.org.uk

Closing date: 9am, Thursday 23 September 2021.

Interviews are expected to take place w/c 27 September 2021

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