



## **JOB DESCRIPTION**

**School Technician (specialising in Food Technology)**

**Part-time (21 hours per week) term time only**

**NJC Scale 3 (5-6)**

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Responsible to: **The Senior School Technician**

## **OVERALL RESPONSIBILITY**

**Working under the direction of the senior school technician the postholder will support the effective and efficient teaching and learning in Food Technology, through the provision of technical and other support.**

## **Duties**

### **Food Technology**

At the direction of the Senior School Technician and the Subject Specialist:

1. Maintain high standards of hygiene, with particular regard to ovens, microwaves, fridges, cupboards and work surfaces and specialist equipment.
2. Organise and prepare the food technology room prior to use including preparation of ingredients, equipment and utensils.
3. Check stocks of dry foods and ensure correct storage of perishable foods. Keep storage areas in good order.
4. Collate orders for food from recipes provided by teaching staff and pass to Finance office for ordering. Purchase items from petty cash when required.
5. Assist teaching staff in ensuring that students leave the food technology room clean and that all equipment is returned to correct storage locations.

### **Departmental**

Working at the direction of the senior school technician and in conjunction with the School Technician (Design Technology) the postholder will:

1. Follow Health and Safety and Food Hygiene Regulations
2. Provide staff with textbooks and Student exercise books/paper for each lesson and assist with stock control of books, paper and non-specific technology items.
3. Provide technical assistance to teaching staff including the preparation of exemplars, visual aids, displays etc.
4. Carry out checks of equipment and appliances and report any defects to the Premises Department
5. Maintain up to date records of all equipment, books and other stock held by the department and keep records of acquisitions, losses and disposals.
6. Maintain as required filing systems within the department.
7. Maintain First Aid Boxes.
8. Administer First Aid (following training if required).
9. Be prepared to attend courses to update knowledge as required and participate in the schools' performance management scheme.
10. Support the photocopying needs of the Department as directed or required.
11. Attend open evenings as required.

## **General**

1. Unequivocal support for the aims and ethos of the school
2. Be aware of the responsibilities under Data Protection Legislation for the security, accuracy and significance of the personal data held in the schools systems.
3. Have due regard for safeguarding and promoting the welfare of children and young people and to follow all associated child protection and safeguarding policies as adopted by the school and Local Authority.
4. Take responsibility, appropriate to the post for tackling racism and other forms of discrimination and promoting good race, ethnic and community relations.
5. Work in accordance with the Schools Health and Safety Policies and Procedures.

6. Undertake any other duties as directed by the Senior Technician or the Director of Finance and Administration.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.

Compiled by: PTO	Created: 16.10.2012
Approved by: MBU	Revision Number: 2
	Revision Date: 07.12.2019