



Post Title:	Food Technology Technician
Department:	Associate
Salary:	BEX4.1 – BEX4.4 Term time (including Academy Days) and *INSET days 3 days per week 8am-3:30pm (*flexible to include all INSET Days)
Responsible to:	Head of Food Technology
Functional links with:	All staff
Main Purpose of the role	The Food Technology Technician at Townley is to provide vital technical, logistical, and practical support to the Food department, ensuring that food preparation classrooms run safely, efficiently, and smoothly. In this role, you act as the backbone of the Food department by managing inventory, ordering ingredients, and maintaining strict health, safety, and hygiene standards. Furthermore, you directly support the learning environment by preparing and clearing away materials for practical lessons, assisting teachers during live cooking demonstrations, maintaining equipment, and contributing to the overall development of departmental policies that promote a culture of healthy eating.
Townley Grammar School is a leading grammar school committed to academic excellence within an ethos of strong pastoral care and a vibrant co-curriculum. We pride ourselves on providing staff with a multitude of national and international partnerships and professional development opportunities in a supportive and positive school environment. Working at Townley is a rewarding and enriching experience. Our large team of long-standing expert and specialist staff is welcoming and friendly. Our holistic approach to education nurtures every student, enabling them to develop their potential, form friendships, and prepare for university and future careers.	

Main Responsibilities:

- Preparing and clearing away materials and equipment
- Assisting teaching staff with demonstration lessons and practical's
- Making arrangements for maintenance and repair services to equipment
- Assisting in the maintenance of health and safety standards
- Contribute to the planning, development and organisation of systems/procedures/policies
- Promoting healthy eating
- Maintaining stock and breakage records, catalogues and user manuals
- Ordering, receiving and accounting for new stock and equipment

Administrative Skills

- Use Word, Excel, PowerPoint to a reasonable standard
- Create purchase orders for the Food Technology team

Statutory Duties & Safeguarding

- **Safeguarding:** Townley Grammar School is committed to safeguarding and promoting the welfare of children. The successful applicant will be subject to an enhanced DBS check and must share this commitment.
 - **Confidentiality:** A strict code of confidentiality must be adhered to at all times. The post-holder must have an up-to-date knowledge of the Data Protection Act and ensure compliance.
 - **Health & Safety:** The post-holder is responsible for their own health and safety and must cooperate with the school's health and safety procedures.
 - **Equal Opportunities:** The post-holder must understand and abide by the school's Equal Opportunities and Dignity at Work policies.
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General

This job description is intended to provide guidance on the range of duties associated with the post. It is not a comprehensive list of tasks and may be subject to modification after consultation with the post-holder.

Signed: _____ **Print Name:** _____

Dated: _____