

Job description for the post of: <b>Food Technician</b>
<p><b>Payscale</b>    <b>Grade D - Term time (+1 week) - 32.5 hours per week</b>    <b>Permanent – Yes, Part Time</b></p>
<p><b>Line manager:</b> Head of D&amp;T, music and art <b>Car user:</b> N/A</p>
<p><b>Main focus of this post:</b> To provide support for the food technology department and pupils under the guidance of the Curriculum Leader.</p>
<p><b>The specific purpose of this job is to:</b></p> <p>To liaise with and provide technical support to the design and technology staff in maintaining safe and effective teaching and learning environments within their areas that meet both health and safety standards and the requirements of the classes involved.</p> <p>To coordinate the provision and use of practical resources and provide assistance and advice in meeting the practical curricular needs of food technology.</p>
<p><b>Core duties</b></p> <ul style="list-style-type: none"> <li>• Preparation, setting up of materials and equipment for practical classes/examinations/assessments, retrieval and clearing away after use.</li> <li>• Assist with demonstration lessons and practical, and work with students one- on-one or in small groups.</li> <li>• Assist teaching staff in the identification of the technical support needs generated by the curriculum and development of the curriculum if required.</li> <li>• Provide support to teachers and pupils including assistance in lessons.</li> <li>• General maintenance, including cleaning of equipment. Carrying out simple repairs.</li> <li>• Reporting or arranging repair of more complex faults. Assisting in keeping appropriate records.</li> <li>• Lock stores and secure equipment when not in use.</li> <li>• Maintain appropriate stock levels within the department, carry out stock checks and make local purchases. Handle petty cash and records, check deliveries and liaise with the Finance Department where appropriate.</li> <li>• Establish routines to promote hygiene and safety and ensure equipment is maintained in accordance with health and safety requirements.</li> <li>•</li> </ul> <p><b>Health and Safety Regulations</b></p> <ul style="list-style-type: none"> <li>• Ensure communication between the food technology department and relevant Health and Safety coordinator in school and outside agencies regarding science department health and safety matters.</li> <li>• Operate a system for the safe storage of equipment, and materials.</li> <li>• Dispose of waste materials.</li> </ul>

- Maintain storage rooms and preparation rooms in a safe manner, in accordance with departmental policy.
- Maintain and issue material, equipment and tools appropriately.
- Provide advice and assistance to staff on safe working practices and problems relating to health and safety, in particular on the use of equipment.
- May be required, when trained, to provide first aid treatment of minor injuries and maintain first aid equipment in classroom areas.

### **Curriculum Support**

- Participate in the development of the design and technology department's practical and technical facilities to meet teaching/learning needs, including assisting in planning layout of new facilities and advice on specialised requirements in furniture, fittings and services.
- Identify equipment needs in consultation with teaching staff and participating in the selection of new items. Advising on best-value suppliers.
- Maintain awareness of recent food and education developments. Advising teaching staff of the technical requirements raised by the curriculum and identifying in conjunction with teaching staff the technical support needs generated by curriculum development.

### **Other duties**

- To assist other curriculum areas and/or whole school needs as appropriate.
- To undertake lunch support with pupils.

### **Child Protection**

- To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection school's safeguarding policy.

### **Note:**

**In addition, other duties at the same responsibility level may be interchanged with/added to this list at any time.**

### **Support for the school**

- to be aware of and comply with policies relating to child protection, health and safety, confidentiality and data protection, reporting all concerns to a nominated person.
- to participate in training and other learning activities as required
- to assist with the supervision of pupils out of directed time, including before and after school, if appropriate, and within working hours
- to accompany teaching staff and pupils on visits, trips and out of school activities as required
- to ensure that personal development is addressed through accessing appropriate development opportunities and to share learning with others

### **Common Core of Skills and Knowledge for the Children's Workforce**

The common core covers six themes:

- Effective communication and engagement with children, young people, parents and carers.
- Child and young person development.
- Safeguarding and promoting the welfare of the child.
- Supporting transitions.
- Multi-agency working.
- Sharing information.

**Equal opportunities**

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

**Health and safety**

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

**Safeguarding Commitment**

AtC is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment.