

Job Title: Food Technology Technician

Core Purpose: Provide a comprehensive technical service to teaching staff in the Food Technology Department.

Responsible for: Under the direction of the Principal, the postholder will be responsible for duties covering apparatus and materials for experiments, initiating orders, health and safety of practical equipment and working areas and IT support.

Relationships: Working with the Food Technology Teachers under the direction of the Subject Leader.

Accountable to: Subject Leader

Person Specification

- Is reliable and able to complete tasks effectively without direct supervision
- has good organisational skills
- Is flexible and is prepared to take on a range of tasks
- Is able to communicate appropriately with young people and adults
- Is able to work as part of a team, contributing to the work of the Food Technology team
- Is prepared to undergo further training if required

Job Description

- Provide apparatus and materials and set up experiments, as requested by teachers, in clean, safe and working condition for use by teachers and pupils
- Clear away and clean all apparatus after use, returning materials to safe storage, in preparation for use by next class, and to ensure the safety of classrooms, stores and working areas when not in use
- Ensure the proper upkeep of materials, machinery and equipment for use in teaching
- Check regularly all apparatus for safe condition, and repair or arrange its repair; dispose of or arrange the safe disposal of materials in order to comply with the Health and Safety at Work Act
- Initiate orders for apparatus and materials, both on a local basis as necessary, and from Supplies Department and outside suppliers, to ensure adequate stocks are always available
- Provide a visual aids service to the Food Technology Department, moving and setting up equipment, recording and playing back films, ordering and returning films, duplicating materials and cataloguing the tape library, to assist teaching staff
- Monitor the Food Technology Department's apparatus and materials fund, and operate a small float from the BSA fund for local purchases, to ensure the Department works within its agreed budget
- In addition to the duties the successful candidate will be supporting the Subject Leader with various administrative tasks, including inputting data on ITC therefore knowledge of databases will be an advantage.
- The postholder will undertake additional technical or administrative duties as required

This job description is intended to provide guidance on the range of duties associated with the post. It is not intended to provide a full and exclusive definition of the post. It may be subject to modification and amendment from time to time and the post holder may be required to undertake additional duties, as required, by the Principal. Appropriate training will be offered, as identified and agreed, to assist post holders to carry the role out effectively.

Safeguarding of students and Duty of care

All staff, regardless of role, level of seniority and location, have a responsibility to ensure the highest levels of safeguarding and promoting the welfare of our pupils, and we expect all our staff and volunteers to share this commitment. We must collectively create an environment where children feel safe to learn, play, and grow. Children should feel comfortable in their surroundings and know that they can approach any responsible adult with any problems or concerns.

All staff must be able to identify any children who are at risk of harm, and know the characteristics of abuse or neglect. If you suspect or confirm harm then it's essential you know what actions to take.

Annual safeguarding training is offered to all staff at Leigh Academies Trust, and it is the staff member's responsibility to be aware of the most up to date guidance documented in the [Keeping Children Safe in Education document \(Department of Education\)](#).

Notes

The job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and may be subject to modification or amendment at any time after consultation with the holder of the post.

The duties may be varied to meet the changing demands of the academy/business unit at the reasonable discretion of the Principal/Director. This job description does not form part of the contract of employment. It describes the way the post-holder is expected and required to perform and complete the particular duties as set out in the foregoing.