

**JOB DESCRIPTION**

**Job Title:** Food Preparation & Nutrition Technician

**Reports to:** Curriculum Area Lead: Design & TechnologyInc. Food technology

**Current Grade:** Kent Grade C, £11,897 actual (£25,252 FTE)

**Hours:** Approximately 20 hours per week, term-time only

**Job Holder’s Name:** Vacancy **Date:** October 2025

1. **Purpose of Job**

Working 20 hours per week, term-time only (details to be agreed).

* To support the Food Preparation and Nutrition (FPN) curriculum through the preparation of resources and provision of support to students during lessons to ensure high levels of achievement.

1. **Principal Accountabilities**

* Under the direction of Curriculum Area Leader (CAL), ensure that all Health and Safety requirements are met.

**Daily/Lesson Preparation for Food Preparation and Nutrition**

* Prepare ingredients, as required by the subject teachers prior to lessons for the start of the day
* Recording on a spreadsheet, student food allergies and sourcing appropriate alternatives for them to participate in practicals
* Freeze and defrosting student ingredients cooking in preparation for lesson
* Prepare equipment for lessons including re-organising cupboards after each practical
* Sanitising surfaces after each practical lesson, e.g. deep cleaning after raw meat preparation.
* Provide support for the subject teacher during practical lessons if required
* Organise the safe storage of equipment in the preparation room, insuring cleanliness is a priority

**Duties for Food Preparation and Nutrition**

* Order practical ingredients for the week ahead and organise the delivery and storage.
* Cost practical activities, completing purchase orders
* Keep an up-to-date spreadsheet of costing, adapting to the rising cost of ingredients, and reporting any changes to Curriculum Area Leader (CAL)
* Carry out weekly Health and Safety checks on all equipment in accordance with Health and Safety requirements and report directly to Curriculum Area Leader (CAL).
* Assist teaching staff in promoting and raising the profile of FPN within and outside school.
* Ensure cleanliness of the food rooms and preparation room.
* Arrange safety testing of all electrical equipment.
* Engage in relevant CPD activities.
* Support the Arts & Technology Faculty in the preparation for, and running of events, during the academic year.
* Support with extra-curricular activities and support for students.
* Offer support to the Arts & Technology Faculty by assisting with displays in the FPN / Art Department and around the school under the guidance of the Curriculum Team and Curriculum Area Leaders

1. **Necessary Experience** (Please note, appropriate training will be provided, as requested)

* Thorough understanding of Health and Safety procedures especially as they relate to work in FPN
* Good level of general education including good IT, numeracy and literacy skills.
* Level 2 Hygiene and Food Handling would be beneficial
* Knowledge of appropriate use of equipment and ability to communicate and demonstrate this knowledge to staff and students.
* Knowledge of policies and procedures relating to Safeguarding and Child Protection, Equal Opportunities and Confidentiality.

**Agreed by: Approved by:**

VacancySharon Pritchard, Headteacher

**Date: Date:**