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**Food Technology Technician – Job Description**

**School: Dover Christ Church Academy**

**Grade: Kent Range 4 (£17,189 to £18,058) pro rata**

**Responsible to Line Manager**

**Working time 24 Hours per week (Term Time only)**

**Purpose of the Job:**

To work with teaching staff and other colleagues as part of a professional team to support learning by providing technical assistance through the preparation and maintenance of teaching areas and equipment for pupils.

**Key duties and responsibilities:**

1. Set up resources / materials / equipment for lessons.
2. Support structured and practical activities for groups or on a one-to-one basis.
3. Order and maintain sufficient supplies of materials and equipment to enable delivery of lessons and assist others in their use.
4. Collect food orders and other resources as required from local suppliers
5. Safely and securely store equipment and materials to prevent unauthorised access / misuse.
6. Clean and undertake maintenance of equipment as needed, ensuring that it is clean and in good working order.
7. Clean and maintain working areas i.e classroom/ catering room
8. Perform duties in line with health and safety regulations and take action where hazards are identified, including reporting any serious hazards to line manager.
9. Undertake record keeping and stock checking as directed.
10. Ensure the safe treatment and disposal of used materials, including hazardous substances and respond to actual or potential hazards.

**Individuals in this role may also undertake some or all of the following:**

1. Secure and work with hazardous materials.
2. Provide clerical and administrative support as directed.
3. To take delegated responsibility for the implementation of the Health and Safety Act in the area where you work, as outlined in Academy’s Health and Safety policy.

As the job involves working in schools an Enhanced DBS check will be required

**Footnote:** This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

**Food Technology Technician – Person Specification**

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria

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|  | **CRITERIA**  |
| **QUALIFICATIONS** | * Level 2 Diploma (or equivalent) and proficient technical, practical and/or computer skills.
* English and Maths qualifications at GCSE Grade C or above (or equivalent).
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| **EXPERIENCE** | * Previous experience of similar work.
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| **SKILLS AND ABILITIES** | * Assembly, disassembly and cleaning of equipment.
* Ability to exchange of information both verbally and in writing with staff and suppliers.
* Ability to repair equipment as required.
* Ability to work on own initiative.
* Full clean driving licence
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| **KNOWLEDGE** | * Knowledge of appropriate use of specialist equipment and materials and ability to communicate this knowledge to staff and pupils.
* Thorough understanding of Health and Safety procedures especially as they relate to work in the specific environment (e.g. Kitchen). First Aid certificate would be useful.
* Knowledge of appropriate use of relevant equipment (including handling hazardous equipment safely) and ability to communicate this knowledge to staff and students.
* Use of basic technology (computer, video/DVD, photocopier etc.)
* Knowledge of policies and procedures relating to child protection, health, safety, security, equal opportunities and confidentiality.
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