

Job Description

School:	The Whitstable School
Job Title:	Food technician
Grade:	SAT 4
Responsible to:	Assistant Head Teacher

Purpose of the Job:

To work with teachers 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.

Main duties and responsibilities (Accountabilities):

1. Prepare materials and equipment in order to ensure that the correct resources are available for practical lessons.
2. Clean and undertake maintenance of equipment as needed and as directed to ensure that it is clean and in good working order.
3. Support structured and practical activities for groups or on a one-to-one basis
4. Order and maintain sufficient supplies of materials and equipment to enable delivery of lessons and assist others in their use.
5. Order equipment, arrange for repairs and liaise with suppliers and the finance department, suggesting economic alternatives, to maintain stock levels and ensure that the classrooms are appropriately equipped.
6. Undertake record keeping, as directed.
7. Under the guidance of the line manager make sure that both routine and non-routine checking, cleaning and maintenance of equipment is undertaken to ensure that the required standards are adhered to.
8. Safely and securely store allocated equipment and materials to prevent unauthorised access / misuse.
9. Perform duties in line with health and safety regulations and take action where hazards are identified, including reporting any serious hazards to line manager.
10. Ensure the safe treatment and disposal of used materials

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

11. Provide clerical and administrative support as directed.

General accountabilities:

- Be aware of and comply with policies and procedures relation to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop.
- Contribute to the overall ethos / work / aims of the school.
- Appreciate and support the role of other professionals.
- Attend relevant meetings as required.
- Participate in training and other learning activities and performance development as required
- Assist with the supervision of students out of lesson times e.g. clubs, extra-curricular activities as appropriate.

All employees have a responsibility to undertake training and development as required. They also have a responsibility to assist, where appropriate and necessary, with the training and development of fellow employees.

All employees have a responsibility of care for their own and others' health and safety.

This job description sets out the key outcomes required. It does not specifically detail the activities required to achieve these outcomes. In consultation with you, the job description may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

Person Specification

Job Title: Food Technician

Grade: SAT 4

Responsible to: Assistant Headteacher

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Good level of general education and good numeracy and literacy skills. 	<ul style="list-style-type: none"> • First Aid certificate • Food Hygiene training
Experience	<ul style="list-style-type: none"> • Experience of working in a similar education environment. 	<ul style="list-style-type: none"> • Experience of working in a food practical environment • Experience of budget / stock management
Skills and Abilities	<ul style="list-style-type: none"> • Ability to communicate effectively with all school staff/colleagues, pupils, parents/carers, suppliers, visitors. • Ability to assemble, disassemble and clean equipment. • Ability to work to deadlines, e.g. when setting up equipment for a class. • Confidence and ability to ask questions relating to achieving the task. • Proficient in technical, practical and computer skills 	<ul style="list-style-type: none"> •
Knowledge	<ul style="list-style-type: none"> • Understanding the issues surrounding the safeguarding of children and commitment to child welfare and safety. • Knowledge of appropriate use of kitchen equipment (including handling and storing sharps safely) and the ability to communicate this knowledge to staff and students • Working knowledge of relevant policies / code of practice and awareness of relevant legislation including Health & Safety and Food Hygiene 	<ul style="list-style-type: none"> •
Personal qualities	<ul style="list-style-type: none"> • Commitment to safeguarding and promoting the welfare of children and young people. • Able to act quickly, flexibly and positively. • A level of maturity appropriate to working in a school environment. • Smart, professional appearance. • Obvious enthusiasm and energy. • Hard working, reliable and trustworthy. 	<ul style="list-style-type: none"> •