



JOB DESCRIPTION

Job Title:	Food Technology Technician
School:	The Cornerstone Academy
Responsible to:	Head of Art & Technology
Responsible for:	N/A

Main Job Purpose

- 1) Support the teaching staff within the department to ensure the safe and proper use and maintenance of resources and equipment.
- 2) Assist the designated class teacher or subject leader in delivering schemes of work.

Main Responsibilities and Duties

- 1) Preparation of equipment, resources and materials for lessons, activities and examinations and setting up demonstrations and practical lessons.
- 2) Preparation of materials and equipment and resources for groups and individual projects.
- 3) Testing new equipment and assisting in developing new practical work for lessons and examinations and projects including research work as necessary.
- 4) General care of kitchen/teaching areas including the regular inspection and maintenance of work surfaces, appliances, handtools, machines, and other equipment.
- 5) Clearing up after lessons and putting away equipment/materials as required including laundry.
- 6) Ensure the safe storage of equipment, resources and materials.
- 7) Responsible for stock control, IT equipment and software, including ensuring adequate supply of any consumables and associated administrative tasks (ie ordering, collecting, delivering, maintaining records, providing reports). Updating equipment logs.
- 8) Provide general administrative support.
- 9) Be responsible for maintaining stock and ordering equipment and supplies.
- 10) Undertake general administration tasks.

- 11) Ensure that Health and Safety requirements and other relevant regulations, are adhered to and observed. This may involve undertaking regular checking procedures and risk assessments, as appropriate to the work area.
- 12) Undertake such other duties as may be required from time to time commensurate with the level of the post. The particular duties and responsibilities attached to the post may vary from time to time without changing the general character of the duties or the level of responsibility entailed.
- 13) Comply with all decisions, policies and standing orders of the school, United Learning and the Borough of Poole; comply with any relevant statutory requirements, including Equal Opportunities legislation, the Health and Safety at Work Act and the Data Protection Act.
- 14) Have a commitment to Safeguarding, to promoting the welfare of children and young people in accordance with the school's agreed procedure, and to meeting the five outcomes of Every Child Matters.
- 15) The postholder will have as prime focus support for the Food Technology area. As a member of the Technical Team they will be required to provide support to other curriculum areas and general technical support within the school as required. Deployment of staff for this purpose will be undertaken having regard to a postholder's technical skills, expertise and knowledge and where appropriate relevant training will be provided.

Supervision and Management of People

- 1) Some supervisory responsibility for temporarily assigned or shared employees, including on-the-job training or the allocation and checking of work for quality and quantity.

Knowledge and Skills

- 1) A vocational or academic qualification in the relevant subject area would be an advantage.
- 2) Relevant practical experience is desirable.
- 3) The post holder will be expected to be able to provide advice and support to teaching staff.
- 4) Experience and practical competence in the safe and proper use of any specialist equipment for which the post holder has direct responsibility.
- 5) Good communication, organisational and prioritising skills are essential.
- 6) The post holder should have an ability to use ICT for data entry and creating displays for students' work.

Creativity and Innovation

- 1) Creative skills will be required in setting up of new projects.
- 2) Discuss and decide on the purchase of new equipment to support the developing curriculum.
- 3) Assist students with practical work, and help students develop their creative skills.

Contacts and Relationships

- 1) Daily interaction with teaching and other support staff.
- 2) Regular contact with line manager and contact with other technicians.
- 3) Regular contact with students to assist them with learning: this may involve taking small groups or whole classes.
- 4) Regular contact with external suppliers and contractors in negotiating best value and purchasing.
- 5) Contact with United Learning and the local authority and other professional bodies to ensure that the knowledge and skills of the post holder are kept up to date.

Decisions

- 1) Decisions will be made on ordering and purchasing of stock; on ensuring the smooth and efficient running of the department; on prioritising and organising the running of the department; and on allocating resources as necessary.
- 2) Work will take place with teachers on helping to achieve the best outcomes when designing new projects.

Resources

- 1) The post holder will have responsibility for the proper use and safekeeping of equipment and materials.
- 2) The post holder will have responsibility for purchasing and maintaining stock levels.
- 3) Resources are likely to include various materials, equipment and machinery.
- 4) Protective clothing will be provided and must be worn at all times.

Work Environment

- 1) Lifting and movement of resources, stock and equipment will often be required, using trolleys where appropriate.
- 2) Laundry and cleaning of the classroom environments are key aspects of the role so there will be frequent use of cleaning products.
- 3) Requirement to transport equipment within the school environment and collect supplies from external providers.

Prepared by: The Cornerstone Academy

Date: September 2023

PERSON SPECIFICATION

Job Title:	Food Technology Technician
School:	The Cornerstone Academy

ATTRIBUTES	CRITERIA	METHOD OF ASSESSMENT
Experience	<ul style="list-style-type: none">• School setting desirable but not essential• Would be advantageous to have experience of a kitchen/catering environment & the use of machinery	Application form Interview References
Qualifications & Training	<ul style="list-style-type: none">• 5 GCSE's with a minimum grade C or above in English and Mathematics, or equivalent qualifications or relevant experience• Hygiene certificate or willingness to undertake this.• Manual Handling	Application form Certificates Interview
Aptitudes & Abilities	<ul style="list-style-type: none">• Ability to handle confidential information with discretion	Application form Interview References
Knowledge	<ul style="list-style-type: none">• Knowledge of Safeguarding procedures• Knowledge of equipment used, including cookers, washing machines, food mixers.• Knowledge of safe working practices and an understanding of Health and Safety issues and practices• An understanding of equal opportunities with respect to young people in school and adults in the work place• Good knowledge and understanding of information technology applications	Application form Interview References
Attitude / Motivation	<ul style="list-style-type: none">• Self-motivated	Application form Interview References
Other Factors	<ul style="list-style-type: none">• Commitment to Equal Opportunities• Enhanced DBS clearance	Application form Interview References DBS process

This job description is current at the date shown, but following consultation with you, may be changed by the Principal to reflect or anticipate changes in the job which are commensurate with the salary and job title.

I confirm that I have read and understood the details contained within this job description.

I understand that by signing this document, I agree to the terms and conditions contained within it.

Signed	
Print Name	

Dated	
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