

Job Description

Job-title:	Food Technician
Grading/Salary:	Grade 2, Points 3-4 (£18,562 - £18,933 pro rata)
Hours:	15 hrs per week (over 3 days); 39 weeks per year
Accountable to:	Subject Leader DT

Stowupland High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

PROFESSIONAL DUTIES

All staff employed at Stowupland are required to support the culture and ethos of the school as directed by the Head of School.

All staff, including the Food Technician are expected to accept, abide by, and promote the professional expectations and procedures as outlined in the Staff Handbook, and are expected to adhere to, and actively support, all school policies.

CORE PURPOSE

To provide full technical support to teaching staff and students, particularly in the preparation and cleaning/clearing of lesson materials/equipment.

Note: This job description outlines the main accountabilities relating to the post, but may not describe in detail all the tasks required to carry them out. It will be reviewed annually and may be amended, after consultation, to reflect the changing needs of the school.

Updated: September 2021



Stowupland High School

Church Road
Stowupland
Stowmarket
Suffolk
IP14 4BQ

Tel: 01449 674827

Executive Headteacher:
Mr P Whear

Head of School:
Mr D Brewster

Chair of Local Board:
Mrs K Hudson



Founding Partner of the
John Milton Academy Trust

Company no: 10298832

Email: enquiries@stowuplandhighschool.co.uk

Web: www.stowuplandhighschool.co.uk

Stowupland safeguards and promotes the welfare of students and requires all staff and visitors to share this commitment.

PRINCIPAL RESPONSIBILITIES AND TASKS

- Assist in the maintenance of supplies for the Department, including ordering and grocery purchasing.
- Keep resources in an organised, clean and accessible manner.
- Assist teaching staff in the preparation of resources for lessons.
- Clear classrooms/work areas after lessons, including washing up, cleaning of work surfaces, return of resources to appropriate storage etc. - as required.
- Liaise with other Departments as required.
- Assist with photocopying.
- Collate and store student records for the Department.
- Assist staff with primary transition days, including preparation and cleaning up.
- Maintain corridor displays termly and for Parents' Open Evenings.
- Provide technical support for Food Technology staff and students at all times.
- Undertake laundering of tea towels, dish clothes and aprons, after each practical lesson.
- Ensure washing up liquid bottles are filled ready for each lesson.
- Liaise with Site team concerning any repairs needed for equipment e.g. cookers.
- Undertake any training commensurate with the post.
- Undertake Emergency First Aid at Work training.
- Occasionally assist and supervise students taking examinations.

General

- Take part in the school's performance management system.
- Attend scheduled meetings as required.
- Attend occasional open evenings and other school events as required.
- Be flexible with working hours. The post will require some early starts and some late finishes.
- Provide an enhanced DBS Check.
- Be fully committed to furthering equalities.
- You must promote and safeguard the welfare of children, young and vulnerable people that you are responsible for or come into contact with.

ADDITIONAL DUTIES

All duties will be carried out within the school's recognised procedures or guidelines, and may include *ad hoc* duties, which require some initiative. You will make day-to-day decisions about your own workload, within a clear framework. You may oversee the work of others. There will be some need to interpret information or situations and to solve straightforward problems. There may be some need to use analytical, judgemental, creative and development skills.



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PERSON SPECIFICATION

Criteria	Essential	Desirable
Skills	<ul style="list-style-type: none"> • Good verbal communication skills • The ability to learn quickly and adapt to change • The ability to work independently (but recognise when help is needed and ask for it). • The ability to work with staff and students inside and outside the classroom is required • The ability to advise and communicate with all staff about their requisitions • The ability to advise and communicate with pupils of all abilities • Problem solving • Basic research skills • Literate and numerate 	<ul style="list-style-type: none"> • The ability to think creatively • Keyboard skills and computer literacy
Knowledge and Understanding	<ul style="list-style-type: none"> • The ability to learn new skills. 	
Qualifications and Training	<ul style="list-style-type: none"> • Subject knowledge of a range of equipment and materials • Good understanding of health and safety procedures 	<ul style="list-style-type: none"> • NVQ or equivalent in specialist area • No formal higher qualifications are necessary but experience of working in the food industry would be an advantage
Other	<ul style="list-style-type: none"> • Dexterity will be required when setting up equipment • The job involves using initiative whilst working within a framework • Responding independently to problems • High levels of concentration are required 	<ul style="list-style-type: none"> • Clean driving licence
Disposition and Attitude	<ul style="list-style-type: none"> • The ability to remain calm and professional under pressure is essential; as is the ability to prioritise jobs. • Good communication will be needed when working with both teachers and students • A strong work ethic and a “can do” attitude is essential 	



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