**Job Description: Food Technology Technician**

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| **Post Details** |  |
| **School/setting:** | Poole High School |
| **Post type:** | Support staff |
| **Grade/pay level:** | SCP 4 (Fixed) |
| **Responsible to:** | Head of Food & Nutrition |
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| **Main Purpose** |
| To provide specialist technical support to teaching staff within the Food Technology department and to ensure the safe and proper use and maintenance of resources and equipment.  To support a variety of teaching activities, within Food Technology, including more advanced work with post-16 examination courses, through use of specialist technical knowledge and skills. |

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| **Duties and Responsibilities** |
| With the guidance of the head of Food Technology, plan and prioritise your work effectively to:   * To ensure that Health and Safety requirements and other relevant regulations (e.g. COSHH) are adhered to and observed, including:  1. undertaking regular checking procedures and risk assessments, as appropriate to the work area. 2. checking equipment for safety, i.e. ovens and fridge temperature daily checks, 3. cleaning and sterilising equipment, 4. advising students on safety aspects of particular work, 5. maintaining a safe and clean working environment at all times,  * Assist in the organisation and presentation of the Food Technology rooms including:  1. monitoring supplies of stock, ordering resources or ingredients as required and managing delivery and storage. 2. preparing ingredients for PP students as required, 3. ensuring all equipment is accounted for, in the correct place and replaced where necessary 4. ensuring all equipment is stored in a safe, hygienic and appropriate manner, 5. checking goods delivered against orders and storing appropriately, 6. carrying out stock taking and inventory checks, 7. recording breakages and loans and assisting with department filing, including maintenance of up to date catalogues and price lists, 8. maintaining departmental displays of work in the food technology rooms.  * Provide support and assistance to the classroom teacher during practical lessons, including:  1. assisting the preparation of materials for lessons, displays and projects, 2. assisting in setting up for practical lessons and demonstrations to include clean cloths and tea towels are available, 3. assisting the classroom teacher in the logging in and out of certain equipment as required, 4. attending and participating in relevant meetings as required, 5. assisting with the supervision of pupils out of lesson times, e.g clubs, visit and extra-curricular actives organised by the department, when necessary. 6. Supporting the headteacher’s PA with refreshments/hospitality as required. |

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| **Safeguarding Duties and Responsibilities** |
| * Promoting and safeguarding the welfare of children and young people in accordance with the school’s Safeguarding and Child Protection policies. |

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| **Other Duties** |
| All Twynham Learning staff may periodically be expected to carry out tasks and duties within their area of competence that are not listed herein, as directed, to meet the needs of the Trust. The particular duties and responsibilities may vary from time to time. |

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| **Twynham Learning Attributes for all Staff** | |
| * Ambition for excellence * Professionalism * Humility * Championing change | * Inclusiveness * Positivity * Community-mindedness * Being collaborative |

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| **Qualifications, Knowledge, Skills and Attributes Required** |
| * Organised and a strong communicator * Problem solver * Team player * Able to prioritise and work to deadlines * Competent IT skills for presentation, analysis and recording purposes. * Confident with practical work and use of tools and machinery * Advanced, vocational or academic qualification in the relevant subject area (e.g. BTec Higher, HNC/D, Advanced City and Guilds Certificate) with applied practical experience. Or substantial experience in a relevant work area |

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| **Notes** |
| * This job description may be amended at any time in consultation with the post-holder. |

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| **Glossary** |
| * Explanations of any abbreviations or jargon contained in this job description can be found in our [Twynham Learning Glossary](https://www.twynhamlearning.com/1038/twynham-learning-glossary?search=glossary). |