

ST PETER'S SCHOOL – BOURNEMOUTH

Job Description

Job Title – Food Technology and Textiles Technician

Post Holder

Salary Grade Grade C, Scale Point 4 - £20,873 (actual) gross per annum

Contractual Weeks Term Time only

Contracted Hours 37 hours per week

8.00am to 4.00pm Monday to Thursday inclusive, less a 30-minute unpaid break each working day

8.00am to 3.30pm Friday, less a 30-minute unpaid break

KEY ROLE AND RESPONSIBILITIES

To work within the Food Technology and Textiles area of the Faculty to assist staff with the organisation and preparation of the teaching areas for lessons.

To assist staff and pupils to maintain a hygienic food preparation area.

To liaise with the Subject Leader of Food and Textiles on the maintenance of stock equipment.

MAIN DUTIES

To be responsible for ordering and organising stock for Food and Textiles Departments.

To organise materials e.g. ingredients, resources and equipment ready for lessons at Southbourne site.

To monitor the cleaning of equipment and working areas within the Department and to carry out additional cleaning when necessary, to ensure satisfactory standards of hygiene are maintained.

To check regularly and maintain equipment and utensils, and report any findings to the Subject Leader.

Typing letters and resource materials as needed.

Maintain sewing machines and over lockers.

Photocopying.

Assisting pupils as necessary within both areas, in order to prepare successful lessons.

Data entry as and when required.

Creation of ICT resources for both staff and pupils.

Assisting with display material for Food and Textiles.

To ensure health and safety standards are upheld through regular monitoring and maintenance of equipment

SUPPORT FOR THE SCHOOL

- To be aware of and comply with policies and procedures relating to child protection, health and safety, security and confidentiality, reporting all concerns to an appropriate person
- To contribute to overall ethos, work and mission statement of the school
- To undertake broadly similar duties commensurate with the level of the post as required by the Head teacher

The purpose of this job description is to indicate the general level of responsibility of the post. In accordance with paragraph 80(d) of the National Conditions of Service it is pointed out that the detailed duties may vary from time to time without changing the general character or level of responsibility entailed.

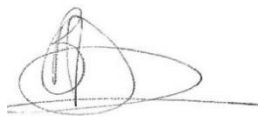
There may be the need to provide assistance or undertake such other duties as may be reasonably assigned by the Headteacher or School Business Manager.

Safeguarding is everyone's responsibility at St Peter's School regardless of position or role.

Signed

Post Holder

Date



Signed

Headteacher

Date 31.7.2025

Agreed: July 2025

Review: