

# St Paul's Catholic School



"Let your light shine before others" Mt5

## **DT Technician with a specific responsibility for Food**

# Job description:

## DT Technician with a specific responsibility for Food.

### Job details

**Salary:** Band 3 Points 6-9 £20,043 - £21,269 per annum full time equivalent – actual salary £17,215 - £18,268

**Hours:** 37 (Monday to Friday 8am to 4pm with one 3.30 finish)

**Contract type:** term-time permanent

**Reporting to:** Head of Food Technology

### Main purpose

- Co-ordinate the use and maintenance of practical resources and facilities, and provide assistance and advice in meeting the practical needs of the DT department with specific responsibilities for the food technology curriculum.
- You will be required to undertake a 30 minute lunch duty each day.

### Specific areas of responsibility and key tasks:

- Order ingredients and equipment to ensure that the resources are available for lessons so that demonstrations and practical lessons run smoothly
- Prepare ingredients and equipment for food practical lessons to ensure that the correct resources are available.
- Undertake stock checks and rotation to ensure that ingredients are stored correctly to ensure the health and safety of students and staff.
- Provide information for students and teachers on the correct way to prepare ingredients in order to avoid accidents/damage to equipment
- To assist when required in practical lessons to support staff and students to help with maintaining health and safety
- Maintain food rooms in terms of hygiene and safety. Checking that surfaces and equipment are clean and that temperature of fridges and freezer are within permitted range.
- Reporting any equipment or other maintenance issues promptly
- Collect and maintain data about food allergies to ensure teachers are aware of possible issues and ensure safety of students.
- Maintain a safe and clean working environment at all times.
- Provide support and assistance to the classroom teacher during practical lessons.
- Work on your own initiative as well as a member of a team.
- Plan and prioritise your work effectively.
- Assist in the organisation and presentation of the Food Technology Room.
- To attend and participate in relevant meetings as required.
- To ensure that food technology rooms and equipment are kept clean and tidy and that food technology room safety regulations are met, including checking equipment for safety, cleaning and sterilizing equipment and advising students on safety aspects of particular practical work.

- Ensure that fridges, cookers and equipment are kept clean and that a deep clean is undertaken when required.
- Ensure that all equipment is accounted for, in the correct place and replaced where necessary.
- Ensure that all equipment is stored in a safe, hygienic and appropriate manner.
- Assist the classroom teacher in the logging in and out of certain items of equipment as required.
- To be responsible for maintaining departmental displays of work
- To provide practical support as required commensurate to the banding of the role to other D&T departments as required.
- To be familiar with Health & Safety regulations.
- Provide First Aid when necessary (after training)

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the teacher will carry out. The postholder may be required to do other duties appropriate to the level of the role.

## Person specification

| CRITERIA                           | QUALITIES  | ESSENTIAL  | DESIREABLE   |
|------------------------------------|--|--|--------------|
| <b>Qualifications and training</b> | <ul style="list-style-type: none"> <li>• Good level of general education together with good literacy and numeracy skills</li> <li>• Through understanding of Health and Safety procedures especially as they relate to work in a practical environment</li> <li>• First Aid Qualification</li> </ul>   | <div>√</div> <div>√</div>  | <div>√</div> |
| <b>Skills and knowledge</b>        | <ul style="list-style-type: none"> <li>• A commitment to continual professional development</li> <li>• Use of basic technology (Computer, Video/DVD, Photocopier)</li> <li>• Good verbal and written communication skills</li> <li>• Knowledge of food, techniques used in food preparation and safe handling of food/s, and ability to communicate and demonstrate this knowledge effectively to staff and students</li> <li>• Knowledge of policies and procedures relating to child protection, health, safety, security, equal opportunities and confidentiality, Food hygiene &amp; safety</li> </ul> | <div>√</div> <div>√</div> <div>√</div> <div>√</div> <div>√</div> |              |

|                           |   |  |  |
|---------------------------|---|--|--|
| <b>Personal qualities</b> | <ul style="list-style-type: none"> <li>• Willingness to support Catholic life in schools</li> <li>• Professional, friendly and approachable and able to relate well to staff, students and visitors</li> <li>• Able to adapt to changing circumstances and new ideas</li> <li>• Attention to detail</li> <li>• Can-do attitude and solution focused approach</li> <li>• Ability to be respectful and promote equality of opportunity and diversity</li> </ul> | √<br><br>√<br><br>√<br><br>√<br><br>√<br><br>√ |  |
| <b>Safeguarding</b>       | <ul style="list-style-type: none"> <li>• Understanding of responsibilities of the Trust and school in ensuring compliance with all relevant legislation</li> </ul>  | √  |  |

### Scope for Impact

The post holder provides advice and assistance in meeting the practical needs of the Food Technology curriculum.

The post holder is responsible for all equipment and ingredients and needs to ensure they are in date, are used safely and fit for use in the various lessons.

### Job Context

The post holder must work on their own initiative. Supervision is readily available from the Head of Department/Teaching staff.