

GLF Schools Job Description

Job Title	Food and Textiles Technician		
Location	Rosebery School, Epsom	Accountable to	Head of Design Technology
Salary	Associate 2 pay range £21,544 (actual £18,534)	Working hours	Term-time only, 36 hours per week

Core purpose

- Facilitate the successful provision of practical lessons in Food & Nutrition and Textiles through the preparation of rooms and equipment.
- Support students' learning by providing 1-to-1 and small group support during practical lessons.

Key Accountabilities

Main Duties

- Preparation of equipment/resources for practical lessons.
- Provide support to the department to ensure Health and Safety requirements are met and lessons can be carried out in a safe manner.
- Assist with in-class support in Food & Nutrition and Textiles lessons working with individual students or small groups to demonstrate or supervise a technique.
- Maintain sufficient stock levels of department materials and resources for the Food & Nutrition and Textiles areas, sourcing quotations for resources and in conjunction with the Head of Department place orders for stock.
- Maintain equipment and resources in both areas including sewing machines, fridges, microwaves, ovens, small equipment, material and tea towels.
- Maintain equipment by:
 - ensuring that equipment is in good working order;
 - carrying out repairs to equipment where possible or arranging for repairs to be carried out;
 - monitoring and advising on security of all equipment.
- Create and maintain displays within the department and across the wider site.
- Assist with events such as Open Evening.
- Maintain an inventory of all technical equipment.
- Advise on the replacement of equipment.

Professional development

- Seek out opportunities for professional development to support the role and actively engage in GLF and Rosebery Performance Management and CPD processes.

Whole school responsibilities

- Participate in the discussion of whole school policies and participate in the implementation of school policies and practices.
- Work collaboratively across departments with colleagues and students to ensure the school operates as effectively as possible to achieve its aims.

Professional responsibilities

- Perform all duties whilst adhering to safety standards
- Remain an intermediate user of the Microsoft 365 package, including Word, Excel and SharePoint
- Undertake own DSE assessment and discuss individual needs with the manager
- Maintain a strict level of confidentiality at all times
- Make a contribution to cost effectiveness through the management of school resources
- Remain professional and business - like at all times and maintain professional relationships with colleagues, students and parents/carers
- Demonstrate respect, honesty and kindness and to believe in the limitless potential of people.
- Undertake any other duties commensurate with the post
- GLF Schools expects its employees to work flexibly with the framework of the duties and responsibilities above. This means that the post holder may be expected to carry out work that is not specified in the job profile, but which is within the remit of the duties and responsibilities.

Safeguarding

GLF Schools is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The successful candidate will have to meet the person specification and will be required to apply for a DBS disclosure. We particularly welcome applicants from under- represented groups including those based on ethnicity, gender, transgender, age, disability, sexual orientation or religion.

Person Specification

	Essential	Desirable
Education and Training		
Minimum GCSE Grade C in Maths and English or ability to demonstrate equivalent level	✓	
Level 2 Food Safety qualification		✓
First Aid qualification		✓
Intermediate user of Microsoft Office package	✓	
Evidence of commitment to continuous professional development	✓	
Professional Experience		
Working in a food preparation environment		✓
Instructing and supporting in the preparation of food		✓
Working in a school environment		✓
Supervising groups of young people		✓
Assessing purchasing needs and ensuring value for money through procurement		✓
Knowledge & Skills		
Using a sewing machine	✓	
Competent food preparation skills	✓	
Knowledge of nutrition		✓
An understanding of current food safety legislation		✓
Utilising a range of techniques and processes in textiles		✓
Ability to demonstrate practical tasks clearly	✓	
Ability to create clear, accurate and visually stimulating materials for display purposes	✓	
Personal Attributes		
Team player	✓	
Clear and effective communicator	✓	
Works autonomously and is self - motivated	✓	
Meets workload demands and deadlines	✓	
Work flexibly across teams to adapt to changing priorities	✓	
Willingness to take the initiative and to work autonomously	✓	
Resilient, positive and emotionally intelligent	✓	
A sense of humour	✓	
Takes initiative and is innovative when resolving issues	✓	
Willingness to extend skill base to meet changing business needs	✓	
Professional commitments		
A commitment to the following areas within the workplace: <ul style="list-style-type: none"> • Personal development & training • Equality & Diversity • Safeguarding and promoting the welfare of students • Personal responsibility for Health and Safety 	✓	