

**Application Pack -**

**Food and Textiles Technician**

Thank you for your interest in our vacancy.

The following information contains further details including the job description and person specification.

|  |  |
| --- | --- |
| **Appointment Type** | Permanent |
| **Start Date** | As soon as possible |
| **Hours** | 20 hours per week (4 hours per day)  Monday to Friday  Term time + 5 Inset days |
| **Salary Scale** | Sandbach High School and Sixth Form College pay scale  Grade 4  £10,848.62- £11608.88 salary range |
| **Closing Date** | Wednesday 19th March |
| **Interview Date** | TBC |

**Sandbach High School and Sixth Form College is committed to the safeguarding and promoting the welfare of children and young people and we expect all our employees and volunteers to share this commitment.  This post is exempt under the Rehabilitation of Offenders Act 1974 and the successful candidate will be subject to an enhanced check by the “Disclosure and Barring Service” along with other stringent vetting and induction processes.**

Application forms can be accessed from www.sandbachhigh.co.uk

**Job Description Food and Textiles Technician**

This job description will be reviewed where necessary and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks; it sets out the expectations of the school in relation to the post holder’s professional responsibilities and duties.

**BASIC JOB PURPOSE**To provide practical support to teachers of Food and Textiles Technology, in order that the curriculum can be delivered efficiently and effectively to students.

|  |  |
| --- | --- |
|  | **MAIN RESPONSIBILITIES** |
| **1** | Prepare a wide range of materials, ingredients and equipment/tools for use by teachers and students in the classroom/workshops – including shopping for food and textiles, laundering tea towels, dishcloths, aprons etc. |
| **2** | Clean and undertake basic maintenance routines on equipment and tools used in the classrooms/workshops; such as sewing machines and overlockers, store rooms, cookers, microwaves, sinks, tiles, table tops and small electrical equipment, fridges, freezers, etc. Regularly check for faults (especially electrical), and arrange for annual servicing of machines and equipment. |
| **3** | Provide support to teachers and students during lessons in the use of equipment and machines (eg, unjamming sewing machines, demonstrating the proper usage of machines, etc); respond to specific requests from students for extra equipment/ ingredients; and guide/instruct students who experience difficulties in understanding during the lessons. |
| **4** | Provide clerical/administrative support to the teaching staff in the Food and Textile Department (ie, carry out word processing, faxing, dealing with telephone enquiries, maintaining inventory lists, drafting letters, recording visit payments, photocopying, etc). |
| **5** | Undertake stocktaking, replenishment ordering and storage of materials, under the direction of teachers. |
| **6** | Mount/display students’ work for GCSE exhibitions in classrooms and around school. |
| **7** | To create process mapping documents in relation to various activities undertaken by students, such as sewing, pattern cutting etc. |
| Notwithstanding the detail in this job description, in accordance with the School's/Council’s Flexibility Policy the job holder will undertake such work as may be determined by the Headteacher/Governing Body from time to time, up to or at a level consistent with the Main Responsibilities of the job. | |

**Person Specification Food and Textiles Technician**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  | **Essential** |  | **Desirable** | **How**  **identified** |
| **Qualifications and Training** | • • | * Knowledge of relevant GCSE/A level courses | • | Relevant higher level qualification in Design Technology subjects. | Application |
| **Relevant Experience** | •  • | * Experience of safe usage, operation, cleaning, upkeep, minor repairs and maintenance of relevant equipment. * Evidence of ability to form professional relationships with both students and colleagues. | •  • | Experience of working in similar environment.. | Application  References  Interview |
| **Skills and Knowledge** | •   * •   •   * • •   • | * Detailed knowledge of the characteristics and use of a variety of equipment materials and processes. * Carry out basic machine fault rectification in accordance with manufacturer's instruction book * Understanding of hazards/risks associated with tools/equipment/ materials used in the classrooms/workshops. * Problem solving and analytical. * Good communication skills. * IT skills. * Knowledge of health and safety, electrical regulations and COSHH. |  |  | Application  References  Interview |
| **Personal**  **Qualities** | •  • • •  • | * To be able to work as part of a team and build positive relationships. * An ability to take initiative and seek advice where appropriate. * Energy and enthusiasm. * Commitment to safeguarding and promoting the welfare of children and young people. * A commitment to continue own personal development. | • | A reasoned educational philosophy  commensurate with the school’s ethos and values. | References Interview |

## All staff at Sandbach High School and Sixth Form College are expected:

* To adhere to the school’s corporate standards, policies, systems and procedures in relation to Safeguarding and Child Protection, and health and safety
* To set a personal example that contributes to the positive ethos of the school
* To be committed to the life of the school and to support its distinctive mission and ethos
* To behave at all times in accordance with the school’s values
* To agree annual performance targets with their Line Manager
* To promote the school favourably in the community
* To engage actively in the performance review process, addressing appraisal targets set in conjunction with the line manager each autumn term.
* To participate in training and other professional development learning activities as required.
* To promote equal opportunities and celebrate diversity in all aspects of the school.
* To play a full part in the life of the school community, to support its distinctive aim and ethos and to encourage staff and students to follow this example.
* To adhere to the school’s Staff Code of Conduct and the Dress Presentation Code.
* To comply with the school’s Health and Safety policy and undertake risk assessments as appropriate.
* To be familiar with and promote safeguarding requirements, demonstrating adherence to the DfE Guidance ‘Keeping Children Safe in Education’ and the school’s Safeguarding/Child Protection policies.
* To be aware of and comply with all school policies and procedures, in particular those relating to conduct, child protection (as above), health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

**Safeguarding**

* Sandbach High School and Sixth Form College is committed to keeping children, young people and vulnerable adults safe. The post holder is responsible for promoting and safeguarding the welfare of the children, young people and vulnerable adults for whom she/he is responsible or comes into contact with.

**Health & Safety**

* The post holder will be responsible for his/her own health and safety. All duties and responsibilities must be carried out in line with the specific requirements detailed in the school Health and Safety policies.

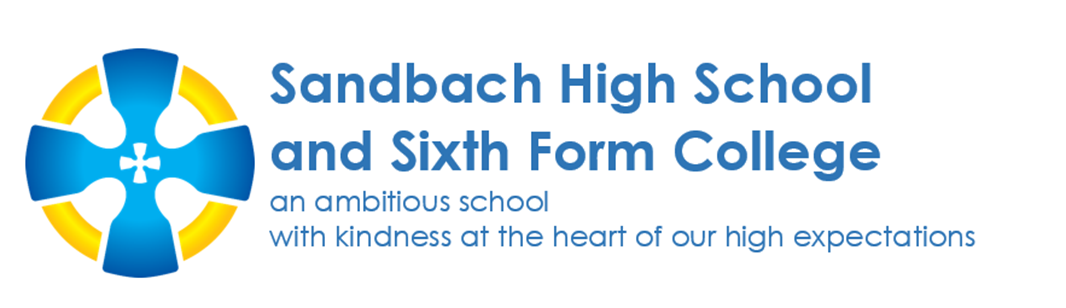
**Policies & Procedures**

* The post holder will be accountable for ensuring that he/she is aware of relevant school policies and that all duties and responsibilities are carried out in line with the appropriate policies and procedures.

**Equality Act 2010**

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition (as defined in the Equality Act 2010).

We will consider any reasonable adjustments under the Equality Act (2010) to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post



Thank you for your interest in our school.

We look forward to receiving your application.

All applications should be emailed to [recruitment@sandbachhigh.co.uk](mailto:recruitment@sandbachhigh.co.uk)

|  |  |
| --- | --- |
| **Closing Date** | Wednesday 19th March |
| **Interview Date** | TBC |