

Nunnery Wood High School

Job Description 2023-4

Name:

Post: *Food, Care, Voational Dept. Technician*

Salary/scale: *Scale 3 SCP*

Relationships: *responsible to Subject Leader for Food, and ultimately to the Headteacher*

Purpose of the post: *to support the Department in all aspects of its work*

Duties:

- *To provide appropriate assistance prior to and during practical sessions*
- *To prepare ingredients for demonstrations in addition to simple scientific experiments as necessary*
- *To prepare ingredients for student use*
- *To assist with shopping as required using the School's online system*
- *To ensure the maintenance of the highest standards of hygiene, tidiness and cleanliness*
- *To help with the duplication of recipes, worksheets, examination papers, etc.*
- *To assist from time to time in the preparation of visual aids, display, stocktaking and the cataloguing of books, etc.*

This Job Description will be reviewed annually 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 but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.

Signed
Headteacher Post Holder

Date