**ARCHBISHOP TENISON’S C.E SCHOOL**

**APPOINTMENT OF FOOD TECHNICIAN**

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| **Job Description** | | | | |
| **Job Title:** | | Food Technician | | |
| **School** | | Archbishop Tenison’s School | | |
| **Hours per week:** | | 17 ½ hours per week 9am – 12.30pm Monday to Friday  Term time only plus Staff Development Days | | |
| **Salary:** | | Grade 3 point 5 to 7 (£27,030.00 - £27,885.00 pro rata) | | |
| **Location:** | | Selborne Road, Croydon CR0 5JQ | | |
| **Reports to:** | | Head of Department | | |
| **Responsible for:** | | Ensuring practical lessons are prepared for and cleared away | | |
| **Role Purpose and Role Dimensions:** | | Under the direction/instruction of senior staff: provide general support to staff and pupils, including preparation, and routine maintenance of resources/equipment. | | |
| **Commitment to Diversity:** | | As a member of the school community to take individual and collective professional responsibility for championing the school's diversity agenda and proactively implementing initiatives which secure equality of access and outcomes. Also to commit to continually developing personal understanding of diversity. | | |
| **Key External Contacts:** | | Food suppliers and delivery drivers | | |
| **Key Internal Contacts:** | | Heads of Department  Teaching Staff  Associate Staff  Pupils and Students | | |
| **Financial Dimensions:** | | Responsible for Food Technology equipment | | |
| **Key Areas for Decision Making:** | | Health, Safety and Hygiene | | |
| **KEY ACCOUNTABILITIES**  **Support for Pupils and Students**   * Support pupils in accessing learning activities as directed by the classroom teacher.   **Support for Teachers**   * Ensure and maintain a clean and orderly working environment * Timely and accurate preparation of routine equipment/resources and materials as directed * Basic record keeping as directed * Assist the classroom teacher with learning activities ensuring health and safety and good   behaviour of pupils   * Provide clerical/administrative support e.g. photocopying, printing and displays   **Support for the Curriculum**   * Monitor and arrange orderly and secure storage of supplies * Maintenance of every day equipment, check for quality/safety * Undertake simple repairs and report other damages * Operation of every day equipment in accordance with instructions   **Support for the School**   * Be aware of and comply with policies and procedures relating to promoting the safeguarding and welfare of students, equal opportunities, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person. * Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop. * Contribute to the overall ethos/work/aims of the school * Appreciate and support the role of other professionals * Participate in training and other learning activities as required * Attend occasional meetings for supervisory or associate staff * Respect confidentiality at all times. * Carry out any such comparable duties as may be required by the school.   **PERSON SPECIFICATION**  **Food Technology Technician** | | | |  |
|  | **Essential qualities** | | **Desirable qualities** | |
| **Skills** | Ability to use relevant technology and equipment  Able to work unsupervised under direction.  Ability to relate well to children and adults  An interest in and understanding of food preparation, equipment and food hygiene. | | Basic food Hygiene certificate | |
| **Knowledge** | Understand principles of child development and learning processes.  Working knowledge of relevant codes of practice, policies and procedures, especially relating to safeguarding.  Attained at least 5 GCSEs with grade C in English and Maths | |  | |
| **Experience** | Working with young people (11 - 16) in a supervisory or school environment | |  | |
| **Special Conditions** | Enhanced DBS Check and Right to Work in the UK | |  | |
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