

Job Description

Post Title:	Food Technician
Location:	Arnold Hill Spencer Academy
Salary/Pay Range:	NJC3 – NJC7 £21,290 - £22,670
Hours of work:	Full Time (37hrs), Term Time Only (39 wks), Permanent.
Reporting to:	Head of Design and Technology

Purpose of Role

- To provide technical assistance and support to the teaching staff in the food department.
- Liaise with teaching staff and colleagues to ensure that equipment and resources are available as required.

Nature and Scope

Working as part of this important team you will be required to carry out the following duties. The nature of the Academy Year requires some of these tasks to be done regularly whilst others will be on an annual cycle.

The post holder will be expected to use all Trust standard computer hardware and software packages where appropriate.

Main Duties and Responsibilities

Specific Responsibilities

- Prepare and maintain resources and equipment for class use.
- Follow procedures and comply with Health & Safety and Food Hygiene guidelines to safely store resources and equipment.
- Carry out cleaning of equipment and all food preparation areas after each lesson.
- Maintain stock levels in all rooms, prepare requisitions for equipment, books, food and materials using Academy computer systems and following Academy guidelines and processes.
- Prepare food classrooms for lessons including demonstrations and for those students where we provide ingredients.
- Carry out routine administrative tasks as requested by the Head of Design and Technology to include, but not limited to, liaising with other departments, regular use of email, check daily cover lists, photocopying resources.
- Maintain department displays as directed by the Head of Design and Technology.
- Manage laundry within the department and other cleaning tasks as necessary.
- Maintain tidy, organised and clean work spaces and storage areas, checking and cleaning work surfaces, fridges, cookers and sewing machines on a regular basis.
- Support teachers in lessons and ensure that they have the necessary resources for each lesson.
- Weigh out and prepare ingredient packs for lessons as directed by the Head of Design and Technology.
- Be prepared to shop for ingredients following Academy financial procedures.

General

- Work in a professional manner and with integrity and maintain confidentiality of records and information.
- Maintain up to date knowledge in line with national changes and legislation as appropriate to the role.
- Be aware of and comply with all Trust policies including in particular IT, Health and Safety and Safeguarding.
- Participate in the Trust Professional Performance Review process and undertake professional development as required.
- Adhere to all internal and external deadlines.
- Contribute to the overall aims and ethos of the Spencer Academies Trust and establish constructive relationships with nominated Academies and other agencies as appropriate to the role.

These above-mentioned duties are neither exclusive nor exhaustive, the post- holder maybe required to carry out other duties as required by the Trust.

The Spencer Academies Trust is committed to safeguarding and promoting the welfare of all our students and expects all employees and volunteers to share this commitment. All posts are subject to enhanced DBS checks and completion of Level 2 safeguarding training.

Name

Signature

Date

Person Specification

	Essential	Desirable
Qualifications and experience		
Good standard of education especially with regard to literacy and numeracy skills.	✓	
GCSE Maths and English grade C or equivalent	✓	
Previous experience in an educational environment		✓
Knowledge and skills		
Ability to work calmly under pressure	✓	
Ability to communicate clearly orally and in writing	✓	
Ability to work collaboratively with others	✓	
Ability to work with school-based systems and specified timelines	✓	
Knowledge of the practices and procedures relating to working with food.	✓	
Knowledge of safe food storage and handling.	✓	
Understanding of Health & Safety in the workplace.	✓	
Ability to use office computer software including word processing, spreadsheets, email and internet systems	✓	
SIMS management information system		✓
Knowledge of the practices and procedures relating to working with food.	✓	
Personal qualities		
Excellent interpersonal skills with the ability to maintain strict confidentiality	✓	
Initiative and ability to prioritise own work and that of others to meet deadlines	✓	
Efficient and meticulous in organisation	✓	
Able to follow direction and work in collaboration with the leadership team	✓	
Able to work flexibly, adopt a hands-on approach and respond to unplanned situations	✓	
Ability to evaluate own development needs and those of others and to address them	✓	
Commitment to the highest standards of child protection and safeguarding	✓	
Recognition of the importance of personal responsibility for health and safety	✓	
Commitment to the Trust's ethos, aims and whole community.	✓	