



CHESHAM  
GRAMMAR  
SCHOOL

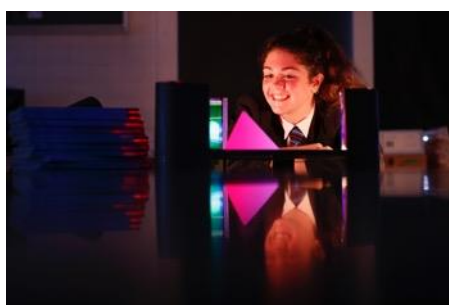


# FOOD TECHNICIAN

## Information Pack

# FOOD TECHNICIAN

Range 1B - £17,383- £19,049  
(actual salary £6,604 - £7,237)  
17 hours/week term time only  
Required ASAP



## FOOD TECHNICIAN

17 hours/week – Term time only (38 weeks (37.4 weeks plus 3 inset days))

Hours of work: Monday 8.30am – 4pm, Tuesday – Friday 1.30pm – 4pm (half of a job share role)

We are looking to recruit a flexible, self motivated and reliable Food Technician to our highly successful Food Technology Department.

The successful applicant will play a vital role in supporting the delivery of Food Technology lessons through practical, administrative and classroom support. You will be friendly, approachable and have a keen interest in healthy eating and practical food preparation.

## Applications

For an application pack, please see linked documents. Completed applications should be emailed to: [Recruitment@redkiteschoolstrust.org](mailto:Recruitment@redkiteschoolstrust.org)

Closing date for applications: midday, Tuesday 30 November 2021

Interviews will take place: Friday 3 December 2021

*Red Kite Schools Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share the same commitment.*

*Applicants will be required to undergo child protection screening appropriate to the post including checks with past employers and the Disclosure and Barring Service.*



# Food Technician Job Description

# CHESHAM GRAMMAR SCHOOL







Responsible to: Subject Leader Food Technology

Salary scale: Pay Range 1B

Working hours: 17 hours per week Monday 8.30am to 4pm, Tuesday – Friday 1.30pm – 4pm, term time only (38 weeks – (37.4 plus 3 inset days)) – half of a job share role

#### Job Purpose

- To provide Food Technology support in order to deliver the Food Technology curriculum
- To provide administrative assistance in order to support the efficient running of the department
- To work closely with the Food Technology team in order to maintain safety of all people, equipment and processes within the Department
- To provide additional support as necessary

#### Main Duties and Responsibilities

- Prepare ingredients and resources for lessons and assist students as directed by the teacher
- Assist teaching staff by setting up equipment in the Food room and clearing away
- Advise and assist students during lessons where appropriate
- Maintain high levels of cleanliness within the department
- Maintain food preparation equipment and work stations, ensuring they are safe to use and cleaned regularly as per the cleaning schedule

## Main Duties and Responsibilities continued

- Order and shop as necessary for practical lessons and clubs
- Carry out the department's administration tasks to include, but not limited to, displays, trips, school activities, clubs and Food Department accounts
- Keep health and safety documents and procedures up to date in accordance with school policy
- Check and inform colleagues of health and safety issues
- Promote healthy eating
- Make arrangements for repair and maintenance of equipment
- Maintain inventory of equipment





## General Responsibilities Common to All Staff

- To carry out duties as may be required from time to time commensurate with the overall responsibility of the post
- To comply and actively promote school policies, including Behaviour for Learning, Equal Opportunities, Attendance and Health and Safety
- To promote positive student conduct. To confront negative student conduct and take appropriate steps to deal with it
- To deal with all telephone and personal enquiries efficiently and effectively, in a way that promotes a positive image of the school
- To be smartly dressed, establish a business-like environment and promote excellent relationships and a positive ethos when communicating with students, staff, parents and external contacts
- To undertake training and development relevant to the post

## Person Specification: FOOD TECHNICIAN

	Essential	Desirable
<b>QUALIFICATIONS</b>		
Maths and English to GCSE grade 5 / C (or equivalent)		✓
Food Hygiene Certificate or willing to complete training as necessary	✓	
<b>EXPERIENCE AND KNOWLEDGE</b>		
Working within a team	✓	
Working to tight deadlines	✓	
Previous relevant practical experience		✓
Previous experience of working in a school		✓
Ability to use Microsoft products to a competent level	✓	



SKILLS AND COMPETENCIES	Essential	Desirable
Ability to work independently and take initiative	✓	
Excellent communication skills both verbal and written	✓	
Excellent interpersonal skills	✓	
Excellent organisation skills	✓	
High attention to detail and accuracy	✓	
A passion for working with food	✓	
Flexible, methodical, friendly and efficient	✓	



## Making an application

The purpose of the selection process is to assess your suitability for the post and give both you and the panel an opportunity to gain further information before making a successful appointment. It is also an opportunity to seek clarification on information which you have provided on the application form and accompanying information. The interview will also assess your suitability to work with children and will include questions relating to safeguarding and promoting the welfare of children.

### How to apply

To apply for this position, you will need to complete an application form, which can be downloaded from our website

Completed applications should be sent to Clare Harvell, HR Manager [Recruitment@redkiteschoolstrust.org](mailto:Recruitment@redkiteschoolstrust.org)

Please note that only fully completed application forms, with accompanying covering letter will be considered. CVs will not be included in the shortlisting process.

### Shortlisting

Applications will be assessed based on the information provided on the application form: only those best fulfilling the criteria for the role and the person specification will be shortlisted.

Subject to the number of applications, shortlisting may take place before the deadline for applications has passed.

If you have not heard from us within three weeks of the closing date, you can assume that your application is not being progressed on this occasion.

### Interview

Shortlisted candidates will be interviewed initially by a line manager.

Candidates may also be given a tour of the school where appropriate and if possible. There will be a chance to meet members of the department.

The interview will also include an administration task for support staff.

Selected candidates will then be formally interviewed by the Headteacher or other members of the management team.