CIRENCESTER
KINGSHILL
SCHOOL

Kingshill Lane
Cirencester
Gloucestershire
GL7 1HS

01285 651511

Part-time
Food Technician
(Design & Technology)

Full time equivalent: £24,404 - £25,992pa
Part-time actual salary: £8,272 - £8,810 pa

Start date: as soon as possible

Salary: Dependent on experience and qualification

Part time, Term Time only 38 weeks per year

A unique and rare job opportunity has arisen due to retirement to work in our Design & Technology department working within the subject of Food. This is varied and rewarding role that would be ideally suited to a candidate who is passionate about food and nutrition.

The role will involve supporting the department with:

- Provision of learning materials and resources prior to lessons commencing.
- Supporting students during lessons.
- Ensuring equipment in the department is well maintained such as: cookers, washing machines, dryers, freezer and fridges.
- Cleaning of cooking equipment and work areas.
- Maintaining stock within the department.
- Further responsibilities are detailed in the job description.
- Laundering or tea-towels, dishcloths and other cleaning duties
- Weighing out ingredients for teacher's food demonstrations
- Putting away deliveries such as food and stock items

The successful candidate will have:

- Work experience within a food related role.
- A passion for food preparation and nutrition
- A certificate in Food Safety & Hygiene is desirable but not essential as training can be given.
- Exposure to working in an environment with children, in an employed or voluntary role is desirable but not essential.

Hours

15 hours per week at the following times:
Ideally 3 hours per day between the hours of 8.45am – 3.10pm or 8.45am – 12.00pm, between Monday and Friday, possibly flexible for the right applicant

Salary Scale

Grade E, point 4-8. Depending on experience

Holidays

The post is term time only, (43.6 weeks per year). This includes 25.5 paid days holiday rising to 30.5 after 5 years continuous service plus statutory holidays. All holidays must be taken in the school holidays.

Applications by: 9.00am
Thursday 12th December 2024

Safeguarding

Cirencester Kingshill School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share the same commitment. This post is subject to an enhanced Disclosure and Barring Service check.

We welcome applications from underrepresented groups including ethnicity, gender, transgender, age, disability, sexual orientation or religion.

How to Apply

- Please complete the Application Form for Professional Support Staff (available via the school vacancies section on the school website).
- Include the names, addresses, contact numbers and email addresses of your two referees.
- Include your C.V.

Please note that applications without the above being completed/included will not be accepted.

- It would also be helpful if you could include a letter of application which explains how your experiences and skills will best fit the role and what hours you are ideally looking to work.

Should you require further information please do not hesitate in contacting us on: 01285 651511, ext. 226 or via the following email. If you wish to apply, please email completed application forms and relevant documentation to: jobs@cirencesterkingshill.gloucs.sch.uk
or post to Cirencester Kingshill School, Kingshill Lane, Cirencester, Gloucestershire, GL7 1HS

Interview Date: TBC

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shaping greater futures

JOB DESCRIPTION

JOB TITLE:	Design and Technology Technician (Food)
HOURS:	15 hours per week at the following times: 8.45am – 3.10pm or 8.45am – 12.00pm (ideally 3 hours a day), between Monday and Friday
GRADE:	E
RESPONSIBLE TO:	Teacher i/c Food and Head of Design and Technology and through the Head of Design and Technology to the Head and Governors.
ASSOCIATED LINKS:	Head of Departments, suppliers and teaching staff
JOB PURPOSE:	To provide support to the Design and Technology department and staff in the Food area.

KEY TASKS:

- Clean, tidy and maintain work areas after student use.
- Return equipment and resources to their correct location after student use.

Technical Tasks:

Preparation of the following in readiness for lessons:

- Tools and equipment, resources for practical lessons and/or for students individual projects.
- Teaching materials e.g. resource packages, stimulus material, information sheets, displays.

Support during lesson for teacher/students by:

- Provision of restricted resources from stores to satisfy students needs, e.g. specified food items, textiles, tools and equipment.
- Accepting responsibility to complete procedures, e.g. ensuring resources are available in time for lessons.

Routine maintenance in accordance with manufactures' users instructions, but not annual maintenance and/or repair of:

- Equipment, cookers, washing machines, dryers, freezer and fridges.
- Resources.
- Repair of equipment where possible.

Routine Tasks on a daily basis such as:

- Cleaning cookers, hobs, microwaves, utensils and sterilising equipment.
- Ensuring work surfaces, work areas and stores are clean and tidy.
- Ensure work areas are properly stocked with consumable materials, e.g. flour, washing up liquid etc..
- Checking and/or washing aprons.
- Ensuring protective wear is clean and available.
- Dusting computers and VDUs.
- Helping with displays.

- Assist with movement of equipment for teachers not in specialised rooms.
- Washing and drying laundry (tea towels and dish cloths)

This job description is to be reviewed annually.

Your job description is not your contract. The document is flexible and can be changed according to the needs of the organisation in agreement with your line manager or the Headteacher.

Other Conditions

Holiday entitlement
The post is part time term time only, plus annual leave and statutory holiday, which totals 43.60 weeks per year. You are not required to work In Service Training days.

The holiday entitlement is 25.5 days paid which will rise to 30.5 after 5 years continuous service. Holidays must be taken during the school holidays.

Claims/Time off in Lieu
If a member of Support Staff in their job description is required to work after their contractual hours or occasionally work outside their contractual hours, which has been agreed in advance with their Line Manager, they can either be paid for the agreed time on a claims basis or take time off in lieu in line with the school policy.

Resignation
A resignation period of 1 month is required

Disclosure & Barring Service
All employees of the school are required to apply for a Disclosure & Barring Service Clearance Certificate.

Post Holder Sign: …….. Date: ……

Please print your name: ……

Line Manager Sign: …… Date: ……

Please print your name: ……

November 2024

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Person Specification
Design and Technology Technician (Food)

	Essential	Desirable
Qualifications	• A good standard of education, G.C.S.E's or equivalent.	• A Food Safety/Hygiene Certificate
Experience, Understanding and Knowledge	• A passion of food preparation and nutrition • A passion for food preparation and nutrition • Experience working within a food/catering based role. • Awareness of food hygiene and safety.	• Experience of working within a school setting or with young people. • Knowledge of food safety/hygiene regulations
Personal Qualities	• A flexible and can-do attitude. • Approachable. • Independent worker/self-starter, able to tackle tasks without direction. • Patient • Good communication and able to build relationships easily. • Able to work to deadlines. • Reliable and punctual	

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Employee Benefits

Cirencester Kingshill School is proud to offer a wide range of benefits for our employees, which includes:

- Attractive salary and pension schemes – Teachers Pension Scheme (Teaching Staff) or the Local Government Pension Scheme (Professional Support Staff)
- Family friendly polices
- A range of statutory benefits including sick pay, maternity, paternity, shared parental and adoption leave
- Access to an employee assistance programme for all staff that offers services, including wellbeing, self-referral counselling, information on stress, weight management, smoking cessation
- Access to Occupational Health services
- New staff induction and support programmes
- Continuous service in other state funded schools will be honoured in relation to sick pay, holiday entitlement, pension rights
- Access to or provision of IT equipment (role specific)
- Cycle to work scheme
- Long service awards
- Access to CLPD and INSET, personalised for individuals through the schools' Appraisal procedures, including access to role specific academic study and professional qualifications
- Onsite parking facilities and cycle storage
- Staff social, sporting and wellbeing activities throughout the year
- The dining room is open for staff to use at break and lunch times
- Staff room with facilities, including tea and coffee
- There is an optional staff social fund
- 10% discount on Adult Education at Cirencester College: About Adult Education – Cirencester College