



HATCH END HIGH SCHOOL

Food Technician (Job Share)

11 hours per week - Term Time Only

Salary: H1 £5,472 (Pay Award Pending)

JOB DESCRIPTION

JOB PURPOSE

To provide support to the Food Technology Department as directed by the Head of Department in both curricular and extra curricular activities.

REPORTING TO

- The post holder will report to the Head of Food Technology and Health & Social Care.

RESPONSIBLE FOR

- N/A

WORKING TIME

- This role is a job share. Term time only – 13:45 to 16:00 (15:45 Friday). No holiday to be taken during term time.

KEY RESPONSIBILITIES

- Checking stock levels of all materials / equipment
- Supplying classrooms with all required materials / equipment
- Ordering stock for the Food Technology Department (overseen by Head of Department)
- Ensuring materials / equipment are maintained in good clean condition and working order
- Assist in food practical lessons when requested by Teaching staff
- Prepare classrooms for lessons, practical activities and demonstrations
- Wash and dry tea towels, tablecloths, aprons, etc
- Clear classrooms/work areas after lessons, undertake washing up, cleaning of work surfaces, return of resources to appropriate storage as required
- Assist in catering for school functions/events (ordering of groceries, transfer of crockery to location, clear away)
- Assist the HOD in the promotion and observance of a safe and healthy working environment
- Where required, to assist and supervise students taking examinations.

HEALTH & SAFETY

- Liaising with Health and Safety Consultant and Head of Department as appropriate
- Reporting defects and maintenance requests to Premises team
- Providing COSHH reports for all resources within the Food Technology Department
- Ensuring that the department continues to apply best practice by monitoring the use of resources.

ORGANISATION OF RESOURCES

- Cataloguing and maintaining the department textbook/library stock
- Pre-prep of classroom resources before lessons
- Exam prep work/exam related resources required by students as directed by Teacher
- Organisation and distribution of visual resources
- Direct and oversee student volunteers in conjunction with teaching staff.

ORGANISATION OF STOREROOMS AND CUPBOARDS

- Organisation and maintenance of materials and equipment stores
- Tidying of stock rooms and cupboards
- Checking stock levels and reporting stock levels to Head of Department.

ADMINISTRATION

- Maintaining stock records including maintaining and utilising database systems
- Ordering and checking stock and resources, recording stock deliveries
- Photocopying as required
- Departmental filing.

OTHER DUTIES AND ACCOUNTABILITIES

- Be aware of and comply with policies and procedures relating to child protection, health and safety and security, confidentiality and data protection, reporting all concerns to the Headteacher and/or the Safeguarding Team
- Adopt flexible working practices where required
- To attend team meetings, staff meetings and school events as directed
- Ensure compliance with your responsibilities as laid out in the school's equal opportunity policy and take an active role in promoting equality and diversity
- Take part in performance appraisal
- Undertake such other duties as reasonably correspond to the general character of the post and commensurate with its level of responsibility as and when required and with agreement
- To act as Fire Marshall if required
- Undertake Emergency First Aid at Work Training if required
- 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 and performance development as required.

December 2021



HATCH END HIGH SCHOOL

Food Technician (Job Share)

PERSON SPECIFICATION

EDUCATION, QUALIFICATIONS AND TRAINING

	Essential	Desirable	How Identified
Evidence of training and/or qualifications which reflect appropriate skills eg NVQ Level 3 or equivalent		Yes	Application
Good Literacy and numeracy – GCSE Maths and English Grade C or above	Yes		Application

EXPERIENCE & KNOWLEDGE

	Essential	Desirable	How Identified
Knowledge of a variety of technical skills related to preparation of Food materials.	Yes		Application Reference Interview
Previous experience of working in a Food Technology environment.		Yes	Application Interview
Working knowledge of Kitchens (willingness to learn essential)		Yes	Application Reference Interview
Good knowledge of appropriate procedures, regulations and guidance, e.g. health & safety, food hygiene, personal and general cleanliness	Yes		
An interest in education and working within an educational environment	Yes		Application Interview

SKILLS AND ABILITIES

	Essential	Desirable	How Identified
Ability to cope with periods of pressure, work flexibly and proactively address issues	Yes		
Able to work effectively within a team and play a motivating role	Yes		Application Reference Interview
ICT skills or willingness to train on specific school based ICT systems e.g SIMS		Yes	Reference Interview
Knowledge of Email and Office applications, eg Word, Excel, PowerPoint	Yes		Reference Interview
Able to work within agreed parameters and understand and follow instructions; the ability	Yes		Reference Interview

to consider others point of view and accept compromise solutions			
Excellent communication & interpersonal skills	Yes		Application Reference Interview
Able to quickly establish positive working relationships with a wide range of people from within and outside the school	Yes		Application Reference Interview
Able to maintain complete confidentiality and discretion at all times, combined with a calm personality and sound judgment	Yes		Reference Interview
Excellent Numeracy and Literacy Skills	Yes		Application Interview
Effective work presentation and time management skills and a high degree of accuracy	Yes		

OTHER REQUIREMENTS

	Essential	Desirable	How Identified
Initiative and ability to prioritise work	Yes		Reference Interview
Able to work flexibly to meet deadlines and unplanned situations	Yes		Reference Interview
Enthusiasm, energy and commitment	Yes		Reference Interview
A commitment to safeguarding & promoting the welfare of children and young people	Yes		Reference Interview
A Commitment to the school's ethos, aims and its whole community	Yes		Reference Interview
A willingness to undertake additional training, keep up-to-date with developments and changes in good practice	Yes		Application Interview
Awareness and adherence to relevant health & safety regulations and a commitment to equality of opportunity	Yes		Application Reference Interview
Evidence of excellent attendance and punctuality record	Yes		Interview Reference
DBS Checked	Yes		Application

December 2021