**JOB DESCRIPTION**

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| **Title:**  Food Technician | Schools are complex organisations designed to support the learning of our young people. The better the education they receive, the greater their life chances and choices they will have. All young people deserve a world class education. This is only possible when everyone within a school works as part of a team, regardless of their role, to support the creation of effective and inspiring teaching & learning experiences.  **Job Purpose:**  To work closely with teaching staff to support, develop and further extend the work of the department and the experiences of the students.  **Duties and Responsibilities:**  **Support in the classroom:**   1. Preparation and assembly of apparatus and components for demonstration, class practical work, assessments and examinations. To prepare solutions and materials 2. To ensure equipment and electrical connections and other materials are left/stored in a safe and secure condition, ready for re-use. 3. To undertake reprographic duties and routine resource tasks where applicable, as determined by the needs of the department 4. To assist in maintaining records of apparatus and materials, including inventories and records of breakages 5. To inform the teacher in charge of stock to be replaced/ordered. To pack/unpack and check apparatus and resources 6. To monitor and manage stock, cataloguing resources and undertaking audits as required 7. To purchase consumables as required and bulk orders where appropriate 8. To clean apparatus as directed and to clear out cupboards, drawers etc on a regular basis to monitor contents and condition of stock. To assist with stocktaking as required. 9. To assist students with work in class, acting as a role model and supporting their learning to help develop their skills and enhance their progress   **Other:**   1. To maintain a safe and clean working environment at all times 2. To provide support and assistance to the classroom teacher during practical lessons 3. To work on your own initiative and as a member of the team 4. To plan and prioritise your work effectively 5. To attend and participate in relevant meetings as required 6. To ensure that technology and food room equipment is kept clean and tidy and that health and safety regulations are met, including checking equipment for safety, cleaning and sterilizing equipment and advising students on safety aspects of particular practical work 7. Regulations around COSHH (Control of Substances Hazardous for Health) and hygiene must be upheld, keeping accurate records on Safety Data Sheets and COSHH paperwork 8. The cleaning and maintenance of equipment (including laundering of tea towels, cloths etc.) and the neutralisation and cleaning up of spillages, including the cleaning of equipment 9. Ensure that fridges, cookers and equipment are kept clean and that a deep clean is undertaken when required 10. Ensure that all equipment is accounted for, in the correct place and replaced where necessary 11. To keep up to date with health and safety requirements and to comply with the school’s Health and Safety Policy 12. To promote healthy eating 13. To contribute to safe working practice in preparation/storage/teaching areas 14. To assist in maintaining all safety equipment used by technicians, teaching staff and pupils to the highest standard 15. Contribute to the overall ethos/work/aims of the school 16. Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop 17. To undertake other reasonable duties as may be requested by the Head of Food Technology |
| **Postholder:** |
| **Date appointed:** |
| **Date appointed to this Post:** |
| **Date of this Job Description**  July 2021 |
| **Salary Point: NJC Scale 3** |
| **Hours: 36 hours per week, 39 weeks per year** |
| **Immediately responsible to:**  Head of Food Technology |
| **Important Relationships:**  SLT |
| **Job Purpose:** |
| **To provide technical support to the department, by the preparation of tools, equipment and materials for lessons. To undertake a practical health and safety role for the department.** |

# Agreed and signed

Postholder ................................................ Date ....................................

Headteacher ................................................. Date …….............................