

SUPPORT STAFF
JOB DESCRIPTION

ROLE TITLE	Food and Nutrition Technician
CONTRACTED HOURS	20 hours per week / 39 weeks per year
LOCATION	Samuel Ward Academy
GRADE / SCALE POINT – SALARY	Grade 3, Scale Points 4 - 6
REPORTING TO	Headteacher

INTRODUCTION

All Unity Schools Partnership schools embrace a strong set of values which ensure that pupils learn how to take their place in modern Britain. Every member of staff is required to uphold and promote the values of the Trust in every aspect of their work performance.

JOB PURPOSE

To support and develop and promote the school's Food and Nutrition department, so that all students and staff have ready access to stock / information for lessons, reference materials, research tools and information services as possible, in order to support teaching and learning throughout the school, facilitate independent learning, and encourage organisation within the classroom.

KEY TASKS & RESPONSIBILITIES

RESOURCE DEVELOPMENT and TEACHING AND LEARNING:

Under the general guidance of the SLT:

Role in supporting Staff:

- 1) Ensuring that ingredients and equipment are ready for practical lessons;
- 2) Weighing out key ingredients to allow better time management;
- 3) Managing stock rotation and facilitating ordering of ingredients to allow all students to access practical;
- 4) Assisting directed pupils in practical to ensure smooth running;
- 5) Checking equipment and ensuring all areas are kept safe;
- 6) Completing Health and Safety checks to ensure that all fridges are hygienic and auxiliary equipment (trays, whisks etc.) are hygienic and clean;
- 7) Ensuring enough cleaning cloths are available by monitoring washing and drying;
- 8) Repairing equipment to minimise replacements;

- 9) Complete deep cleans of kitchen and all equipment periodically to ensure the safety of pupils (from Food Poisoning);
- 10) Helping to assist pupils in practical assessment/examinations which underpin the outstanding progress made by students in this subject.

MANAGEMENT OF RESOURCES

Extra Responsibility:

- 1) Technician will be ensuring the quality of the staff department – supporting staff and pupils in their Food lessons. Technician will ensure, equipment replacement, stock rotation, timely ordering and cleanliness of the Food rooms;
- 2) Technician will be ensuring that the orders are completed in time each week for the following teaching week. Planned time: Friday;
- 3) Technician will be ensuring all KS3 booklets, homework sheets and KS4 student's plans are in reprographics in time for the next rotation / term;
- 4) Technician will be liaising with RH each week to discuss issues/concerns/positives;
- 5) Technician will ensure the Food Database of pupil payments is up-to-date and staff are following this;
- 6) Technician will be demonstrating key skills in KS3 lessons and assisting RH in the smooth running and operation of practical lessons.

PASTORAL CARE

- 1) Ensure that appropriate standards of student discipline are maintained in the Food and Nutrition classrooms, including at after school times.

SAFEGUARDING

Unity Schools Partnership is committed to safeguarding and promoting the welfare of children and young persons at all times.

The post holder, under the guidance of the Headteacher, will be responsible for promoting and safeguarding the welfare of all children with whom he/she comes into contact, in accordance with the Trust's and the school's safeguarding policies. The post holder is required to obtain a satisfactory Enhanced Disclosure from the Disclosure and Barring Service (DBS).

GENERAL

1. Actively contribute to and promote the overall ethos and values of the School and the wider Trust.
2. Participate in training and other learning activities and performance development as required.
3. Maintain consistent high standards of professional conduct, tact and diplomacy at all times in dealings with pupils, parents, staff colleagues, external agencies and any other visitors to the school or wider Trust.

4. Maintain absolute confidentiality and exercise discretion with regard to staff / pupil information and the Trust's business at all times.
5. Act as an ambassador for the School and the wider Trust within the local community and beyond, ensuring that the ethos and values of the Trust are promoted and upheld at all times.
6. Undertake any other reasonable tasks and responsibilities as requested by the line manager or a member of the Senior Leadership or Trust Executive Leadership Teams which fall within the scope of the post.

PERSON SPECIFICATION

CRITERIA	ESSENTIAL	DESIRABLE
KNOWLEDGE		
Technical or Specialist	<p>Knowledge of the principles and practice of Food and Nutrition.</p> <p>Knowledge of Food and Nutrition syllabus.</p> <p>Awareness of current developments in Food and Nutrition.</p>	<p>Basic Food Hygiene – Level 2 / 3.</p> <p>Knowledge of School / Trust computer systems.</p> <p>Awareness of school curriculum.</p>
Literacy and Numeracy	<p>Secondary education up to GCSE level or equivalent.</p> <p>High level computer literacy.</p> <p>Excellent written and spoken English.</p>	<p>Knowledge of computer systems relevant to the school.</p>
Organisational	<p>Proven high level of organisational skills.</p>	<p>Knowledge of basic health and safety responsibilities and safeguarding procedures.</p>
Equipment / Materials	<p>High level, accurate keyboard skills.</p> <p>Able to use / operate general office equipment e.g. printers, photocopiers, binders, computers.</p>	
MENTAL SKILLS		
Research	<p>Able to use the internet effectively for routine research.</p>	<p>Broad understanding of government initiatives and their impact on the school.</p>
Problem Solving	<p>Ability to check stock deliveries accurately.</p> <p>Identify variations from accepted patterns or missing documentation or other unusual aspects and investigate, suggest solutions.</p> <p>Resolve routine day-to-day problems. Know when it is appropriate to refer upwards.</p>	
Creative Thinking	<p>Edit and produce school materials e.g. newsletters, promotional materials, displays.</p>	
Planning	<p>Ability to prioritise own workload effectively.</p>	
Interpersonal and Communication	<p>Tact and diplomacy second nature.</p> <p>Articulate with a good grasp of the English language.</p>	

	<p>Ability to remain calm under pressure.</p> <p>Patience and tolerance when dealing with parents/pupils who may be upset or appear unreasonable.</p> <p>Understanding of the necessity and ability to maintain absolute confidentiality.</p> <p>Pleasant and helpful telephone and face-to-face manner.</p> <p>Ability to work as part of a team.</p>	
Advising / guiding	<p>Ability to liaise confidently with teaching staff and other professionals.</p> <p>Ability to advise young people effectively.</p>	
PHYSICAL		
Keyboard	High level keyboard skills.	
Manual Skills	Routine manual handling skills.	
Level of Autonomy	<p>Able to make day-to-day decisions about own workload.</p> <p>Able and willing to use own initiative in solving problems.</p>	