Horncastle Education Trust

Job Description: Technician Food and Nutrition

1. PURPOSE OF THE JOB:

To provide technical support throughout the school and/or department. Ensure working area is well maintained and resources are provided in a timely manner to support teaching and learning.

2. MAIN RESPONSIBILITIES, TASKS AND DUTIES:

a) Prepare resources in a timely manner for teaching and learning, for demonstrations and assist with displays. Returning stock from classroom back to storage as required.
b) Maintain and clean equipment/machines within the department ensuring that it is in working order and safe to use.
c) Keep records of any breakages and report to the Head of Department
d) Record, monitor and re-order stock as necessary using the finance system, liaise with the finance department and suppliers as required.
e) Always maintain safety and safe working practices.
f) Attend meetings as required.
g) To carry out general administrative tasks within the department.

3. MANAGEMENT AND SUPERVISION:

Not applicable

4. CREATIVITY AND INNOVATION:

Little or no opportunity for creativity or innovation.

5. CONTACTS AND RELATIONSHIPS:

Day-to-day contact with colleagues, students and occasionally with visitors.

6. DECISIONS:

a) Discretion - Post holder works within clearly defined rules and procedures, and decisions made are from a range of established alternatives.
b) Consequences - Impact of decisions would be within the school, for example resources not available; this would be quickly identified and easily remedied.

7. RESOURCES:

Responsible for checking and returning equipment to and from the classroom.

8. WORK ENVIRONMENT:

Work demands- The postholder's routine tasks may be varied but this is does not impact on the completion of the overall task.
Physical demands - Moving and handling equipment/machines from storage to classroom on a daily basis.
Working conditions - Work is carried out indoors in ventilated, well heated, well-lit environment. The postholder may be exposed to the noise levels associated with a classroom and/or working environment.

Issued: 02/06/2025

Work context - Required to work with chemicals, cleaning materials and equipment. The postholder may have limited exposure to abuse/aggression from students, parents and carers.

9. KNOWLEDGE AND SKILLS:

The postholder must have an understanding of Health and Safety including safe working methods and COSHH.

10. GENERAL:

Job Evaluation – This job description has been compiled to allow the job to be evaluated using the GLEA Job Evaluation scheme as adopted by the Trust.

Other Duties – The duties and responsibilities in this job description are not exhaustive. The postholder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the postholder.

Equal Opportunities – The postholder is required to carry out the duties in accordance with Trust's Equal Opportunities policies.

Health and Safety – The postholder is required to carry out the duties in accordance with the Trust's Health and Safety policies and procedures.

All staff have a responsibility to safeguard and promote the welfare of children and young people.

Requirements for the post:

Qualifications/Training	Essential	Desirable
NVQ Level 2 or equivalent		✓
COSHH		✓
First Aid		✓

Knowledge	Essential	Desirable
Health and safety in schools		✓
An understanding of food and nutrition within the curriculum		✓
Safeguarding		✓

Experience	Essential	Desirable
Working within a food and nutrition environment		✓
Use and maintenance of equipment		✓
Preparing resources for learning		✓
Managing stock and supplies		✓

Competencies	Essential	Desirable
Self motivated	✓	
Team worker	✓	
Conscientious	✓	
Attention to detail	✓	
Honesty and integrity	✓	
Ability to work under pressure to fixed deadlines	✓	
Commitment to engage with colleagues, share knowledge and ideas across the family of schools within our Trust, and promote the School and Trust visions internally and externally	✓	