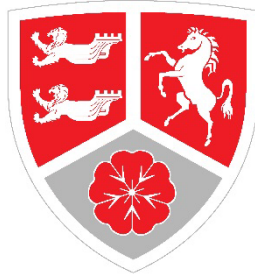


**The Charles Dickens School
Job Description**



Name:

Job Description: Food Technician

Grade: **BCAT** grade 5

Employed for: 37 hours per week, term time only + 1 day

Hours: **Mon-Thursday 8.00am – 4pm Friday 8am- 3.30pm
with 20 minute unpaid break and 45 minute unpaid
lunch break**

Professional Relationships:

Responsible to: The Lead Teacher DT

Responsible for: Practical support to enhance Food and nutrition teaching and learning

Purpose: To support the work of the Food department in order that Food & Nutrition teaching and learning and student progress is enhanced.

Safeguarding

To promote safeguarding at all levels of the School as a member of support staff. A key focus of this role is to Safeguard all students at all levels across the school community. **It is expected that support staff will support teachers, Lead teachers, HOY and the DSL/ Lead Deputy DSL/ Deputy DSLs in the discharge of their DSL responsibilities:**

Policy and Procedure

- Act as a champion of the school's safeguarding policy and procedures and make sure you access these and understand them
- Be aware of your responsibility to challenge behaviour which breaches any of the school policies
- Be aware of, and actively promote, safeguarding within your own department to safeguard students.

Training

- Undergo training to develop and maintain the knowledge and skills required to carry out your role effectively with respect to safeguarding

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- Refresh knowledge and skills at least annually to remain up to date with any developments relevant your role and your responsibilities for safeguarding
- Obtain access to relevant resources

All members of staff have a responsibility to:

- To provide a safe environment in which children can learn.
- Be prepared to identify children who may benefit from early help.
- To understand the early help process and their role in it.
- To understand the schools safeguarding policies and systems.
- To undertake regular and appropriate training which is regularly updated.
- Be aware of the process of making referrals to children's social care and statutory assessment under the Children Act 1989.
- Know what to do if a child tells them that he or she is being abused or neglected.
- Know how to maintain an appropriate level of confidentiality.
- Be aware of the indicators of abuse and neglect so that they are able to identify cases of children who may be in need of help or protection.

Person Specification

Essential Skills

- L3 minimum in relevant subject or equivalent qualification
- Good numeracy and literacy skills (GCSE English and Maths or equivalent).
- Be able to apply your knowledge and understanding of the subject to support practical lessons and the quality of work
- Ability to work collaboratively
- Excellent ICT/administrative skills. Word, E-mail, Internet
- knowledge and understanding of any H&S compliance
- High level of professionalism
- Very good interpersonal skills
- Work under pressure
- Meet Deadlines
- Organised
- Take initiative

Desirable

- Experience of working in an Academy

Job Description

Accountabilities	Indicative tasks/actions
<u>Providing Resources</u>	Prompt arrival of apparatus (including ingredients) as requested by staff using the agreed request system.

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<p>To provide equipment and materials as required by staff in order to assist them in the delivery of their lessons</p> <p>To provide technical support for the Food department teaching staff and to be responsible for the maintenance of departmental resources and accommodation.</p>	<p>To maintain equipment, materials, facilities and services in the Food/Cookery rooms in good condition.</p> <p>To provide assistance to students and staff during lessons, to be available at lunchtimes and after school to support and assist students during extra curricular activity (KS3 and 4), intervention, open evening, options evening, Awards Evening and Cultural Capital days.</p>
<p style="text-align: center;"><u>Health and Safety</u></p> <p>Ensure that Health and Safety issues relating to Cooking are followed so that they can ensure students work in as safe an environment as possible.</p> <p>Keep up to date with Food hygiene legislation especially relating to allergies.</p>	<p>Develop and keep up to date relevant Health and Safety procedures, including risk assessments.</p> <p>Make sure all equipment and ingredients meet all H&S legislation at all times.</p> <p>Follow best hygiene practice when handling foods and sanitising equipment/ aprons.</p>
<p style="text-align: center;"><u>Storage</u></p> <p>Maintain stock/equipment in an organised and orderly manner so equipment can be sourced easily and safely</p> <p>Keep storage system (FIFO) and ensure waste in minimal</p>	<p>Careful storage of equipment and materials.</p> <p>To prepare materials and equipment for use in Food lessons, setting up for practical lessons.</p> <p>Clean down fridges and freezers intermittently as required but definitely at the end of each term.</p>
<p style="text-align: center;"><u>Ordering of resources</u></p> <p>To maintain good stock control so that materials and equipment are available for use and in good condition</p> <p>Inform the Food lead Teacher of breakages, low supplies and ideas for new resources to set up orders for materials and equipment</p> <p>Maintain relationships with suppliers</p>	<p>Responsible for ordering materials and equipment. Computerisation of stock records and monitoring of budgets.</p> <p>Advise when resources are running low (e.g. stationery)</p>
<p style="text-align: center;"><u>Support</u></p> <p>Provide any other technical or administrative support The lead teacher for Food & Nutrition may reasonably request in order that teaching and learning can be enhanced</p>	<p>To assist with ICT administration (updating SharePoint) and provide support with all years. Document students work and print evidence for practical records..</p> <p>To be responsible for Food departmental displays and around the school (as required).</p> <p>To ensure the tidy and smart appearance of the Food/Cookery areas, including cleaning table tops/cookers/equipment at end of day.</p>

Staff Development:

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- To assess development and training needs and discuss with line manager
- To set your own targets before any development activity and review and evaluate the activity after completion, cascading information to the appropriate team when relevant
- To keep personal records of all staff development activities in which you are/have been involved

To carry out as requested from time to time any other relevant duties as may be reasonably required by the Executive Headteacher and Headteacher.

The job description will be reviewed at the end of the academic year or earlier if necessary. In addition it may be amended at any time after consultation with you.

Two copies of this job description should be signed, the post holder retaining one and the Executive Head / Headteacher the other.

Signed: Date: