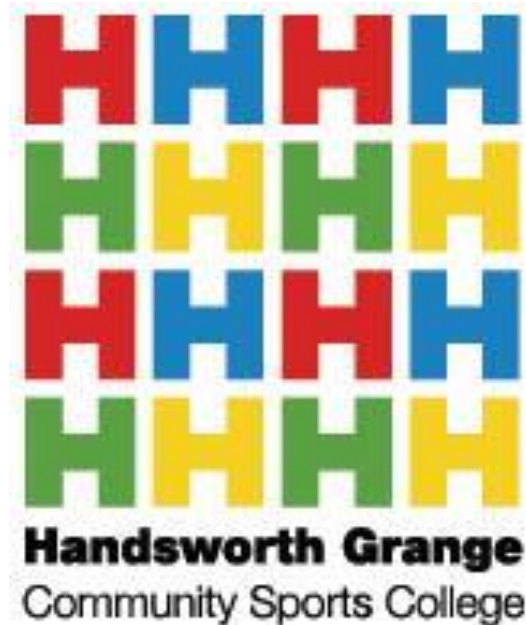


# Briefing Pack for Applicants Food Technology Technician



The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

**The school will undertake stringent and rigorous checks of identity and qualifications to ensure that we maintain the very highest standards of child protection for our students.**



# Contents

Section 1: Post Advertisement .....	1
Section 2: Letter from the Chief Executive – Bev Matthews .....	2
Section 3: Letter from the Headteacher .....	3
Section 4: Job Description .....	4
Section 5: Person Specification .....	9
Section 6: The Appointment Process .....	10

***May we take this opportunity to thank you in anticipation of your application. If, however, you have not heard from us by the proposed date for the interview you should assume that on this occasion your application has not been successful. In that event we wish you every success in any future applications you make.***

## Section 1: Post Advertisement

**Post: Food Technology Technician**

**Pay scale: Grade 3, Point 5-6 (£19,650-£20,043) pro-rata**

**Actual Annual Salary: £13,627.64 - £13,900.20** (Under 5 years' Service)

**Contract: 30hrs per week x 39 weeks, Part-time Permanent**

**Start date: As soon as possible**

Minerva Learning Trust is an expanding Sheffield based multi-academy Trust with a vision of providing outstanding education for all the students within our schools. The Trust is passionate that all students should see their time at school as happy and fulfilling with their potential developed to the utmost.

Handsworth Grange Community Sports College is an Ofsted rated Outstanding School. We are above average nationally for pupil progress. We have been nationally recognised for our work with Pupil Premium. We regard all staff and pupils as part of our family and whilst we have really high expectations of everyone, we maintain a caring and supportive ethos. We are the founding school within the Minerva Multi Academy Trust. We strongly believe in work life balance and we work with our staff to actively promote and improve wellbeing.

Handsworth Grange Community Sports College are seeking to appoint an efficient, friendly, and self-motivated Food Technology Technician to join our team. Reporting to the Technology Leaders, the successful candidate will assist in providing safe areas for students and teaching staff, technical support to the relevant departments, by the preparation of tools, equipment and materials for lessons. The Technology Technician will undertake a practical health and safety role for the relevant departments.

Candidates are encouraged to have an informal discussion about the role with Linzi Ogle – Head of Food Technology via e-mail: [logle@hgcsc.co.uk](mailto:logle@hgcsc.co.uk)

**The closing date is Friday 1<sup>st</sup> July 2022 (9:00am). Interviews will take place on Tuesday 5<sup>th</sup> July 2022.**

The Trust is committed to safeguarding and promoting the welfare and safety of children and young people and expects all staff to share this commitment. The successful candidate will be required to complete an Enhanced Disclosure and Barring Service (DBS) check.

Further information is available by contacting Kate Grapes – Assistant Headteacher via e-mail: [kgrapes@hgcsc.co.uk](mailto:kgrapes@hgcsc.co.uk)

The application form and information pack are available on the school website [www.hgcsc.co.uk](http://www.hgcsc.co.uk)  
**Please ensure that you do not fill in a Sheffield City Council application form in respect of this vacancy as your application may not be considered.**

## Section 2: Letter from the Chief Executive – Bev Matthews

Dear Candidate

Thank you for your interest in this role within Minerva Learning Trust. Minerva Learning Trust was established in October 2014 with the vision of providing outstanding education for pupils who are from a wide variety of backgrounds across the city of Sheffield. During 2017-18 the Trust expanded and brought together four secondary schools across Sheffield to create a new partnership of schools which supports the education of over 5000 pupils.

As a Trust our mission, vision and values are central to our work and are the driving force behind all that we do. Our vision of Outstanding Together, Working Together and Learning Together is underpinned by our core values of Inclusion, Independence, Respect and Success. Through our values we foster an ethos of collegiality, we ensure inclusion is at the heart of all we do and we work hard to ensure that every child succeeds, no matter what their background or circumstance.

We recognise that the commitment and care shown by all our staff is fundamental to the success of our young people. As such, we work hard to ensure that staff are supported, encouraged, developed, respected and listened to within an enjoyable and rewarding working environment. Our culture is one of professional trust, respect, honesty and integrity and we want our staff and students to work and learn within an environment that enables them to flourish and to work at their best.

The professional development of staff, including opportunities for research, is a key priority of Minerva Learning Trust. As such, we seek to enrich employee capability and maximise the strength and contribution of each individual who works with us. The Trust believes in investing in the learning and development of its employees through a range of opportunities which are aligned to the needs of the organisation and its young people.

This is an exciting opportunity to join the Trust. If you choose to apply you will be choosing to work alongside a team of dedicated professionals who passionately believe in the power of education to change the life chances of young people.

If you believe you have the experience, skills and ambition to support our aims and contribute to the delivery of the very best for our pupils then we look forward to receiving your application.



Bev Matthews  
**Chief Executive Officer**

## Section 3: Letter from the Headteacher

Dear Applicant,

Thank you for your interest in this role at our school. Handsworth Grange Community Sports College is a popular 11-16 comprehensive school located in the South East of Sheffield. Our mission is to provide an exceptional education for every student, every day. To achieve our mission, we will:

- Provide a broad and balanced curriculum that challenges everyone.
- Provide care and support to break down barriers to learning.
- Improve our students' vocabulary, comprehension and reading skills.
- Demand high levels of progress and achievement from all students.

We are fully inclusive and have a strong family ethos. Our student population is diverse and we celebrate our beliefs and cultures which creates a rich, vibrant atmosphere. We have high expectations of everyone, staff and students alike, and work hard to develop positive relationships to create a firm sense of togetherness. In doing so we promote the following values:

Together we:

- Care for each other
- Laugh with each other
- Learn from each other
- Celebrate with each other
- Are safe, responsible and respectful

We have a tradition of strong academic performance, in particular in English, Mathematics and Technology. For the last 4 years we have achieved above average Progress 8 scores and we are currently ranked 4th highest in Sheffield. We are proud of the achievements of our disadvantaged students who have the highest levels of progress in the City.

In October 2017 we were judged to be 'Outstanding' by Ofsted and as a result we founded the Minerva Learning Trust. As part of that role we work collaboratively and share best practice with other schools in the Trust.

Our students are approachable and friendly. Please come and see for yourself; we welcome visitors to the school.

If you believe you have the necessary skills and experience to join our organisation and help us achieve our mission then we look forward to receiving your application.



Nick Parker  
**Headteacher**

## **Handsworth Grange Community Sports College's Cultural Fit**

Working in a school where you are not aligned with the culture and ethos can be a challenging and often miserable experience. So.... we both need to have alignment if you come to work here!

- We live by the values of caring for each other, laughing with each other, learning from each other and celebrating with each other.
- We believe that the needs of children come first.
- We believe that every child has ability, character and potential to improve.
- We believe that we all have a professional obligation to improve so that we can provide the best educational experience possible for our children.
- We believe that every child deserves a hero and that for some of our students "if we won't, who will?"
- We believe in a culture of the possible, where we can all make progress beyond what anyone could have imagined.
- We believe that hard work and positive relationship are the key to success for staff and students.
- We believe in growing our own staff through quality support and CPD.
- We believe that truly great teaching is that which improves students' progress.
- We believe an evidence informed approach to teaching and learning helps us identify what works best in the classroom.
- We believe that feedback should be timely and respond to the needs of individual students.
- We believe that good literacy and numeracy skills are essential to students making progress and that we have a duty to teach these skills as part of our curriculum.
- We acknowledge that we all make mistakes and learn from them to make us better.
- We are dedicated to preparing our children to thrive in the next stage of their education.

## Section 4: Job Description



# Minerva Learning Trust Job Description



***Minerva Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.***

### POST TITLE

Food Technology Technician

### GRADE/SALARY

Grade 3

### HOURS/WEEKS

30 hours per week 39 weeks per year

### LOCATION

Handsworth Grange Community Sports College

### RESPONSIBLE TO

Subject Leaders of Technology

### PURPOSE OF THE JOB

To assist with the preparation of materials and equipment for food technology lessons.

### SPECIFIC DUTIES AND RESPONSIBILITIES

The post-holder, must at all times, carry out his/her duties and responsibilities within the spirit of Minerva Learning Trust and School policies and within the legislative framework applicable to academies.

### MAIN DUTIES

**This is not a comprehensive list of all tasks which may be required of the post holder. It is illustrative of the general nature and level of responsibility of the work to be undertaken, commensurate with the grade.**

Under the overall direction of the Heads of Department, and in accordance with the practices and procedures of the school, assist teaching staff in providing safe areas for students and teaching staff. The Technology Technician will provide technical support to the relevant departments, by

the preparation of tools, equipment and materials for lessons. The Technology Technician will undertake a practical health and safety role for the relevant departments.

The technician role forms a central part of the work of the department and he/she will work closely with teaching staff to support, develop and further extend the work of the department and the experiences of the students.

### **1. Overall Responsibility**

- Support the maintenance of a safe working environment where the correct Health and Safety procedures are followed.
- Comply with all school policies – particularly those on Health and Safety, child protection, confidentiality and data protection.
- Contribute to the safeguarding and promotion of the welfare and personal care of children and young people with regard to the; *Every Child Matters* agenda and Area Child Protection Procedures.
- To prepare materials and equipment for practical lessons
- To maintain and monitor consumables and equipment in D&T to ensure all pupils are able to access a wide range of materials and processes as part of their Design Technology provision
- To maintain and monitor stock control
- To assist the Head of Department in the ordering of materials and equipment
- To carry out weekly material and equipment checks across all Technology rooms
- To assist teaching staff in promoting and raising the profile of D&T within and outside the school
- To assist staff in the demonstration and application of machinery use to students.
- To provide technical support to staff during lesson time as required
- Carry out weekly Health and Safety checks on all equipment and machinery and report directly to the Head of Department
- To undertake any Health and Safety training as required by the HOD

### **2. Stock Control and Maintenance**

- To maintain consumable stock levels including the monitoring of stock, the purchasing and collection of goods
- Processing the delivery of stock including the checking of delivery notes, and administer the issue of stock
- To clean and tidy away equipment to ensure a healthy and safe working environment within the department
- To maintain a supply of clean linen and arrange storage
- To maintain an inventory of all equipment and tools used by the department
- To coordinate and monitor purchase of food stuffs from local suppliers and be responsible for the correct storage and rotation of consumable food stocks
- To assist with setting out exhibitions for parents evenings/options evenings/end of year show.

### **3. Support & Deliver Learning – Supporting Teachers**

- Work effectively as part of the teacher support team and with teaching staff, in contributing to the quality of teaching and learning.
- Support and complement the work of teachers by assisting them in the:



- Preparation of practical resources for the lesson such as cutting materials to length or setting up visual aids.

Under the overall direction of the Heads of Department, and in accordance with the practices and procedures of the school, assist teaching staff in providing safe areas for students and teaching staff. The Technology Technician will provide technical support to the relevant departments, by the preparation of tools, equipment and materials for lessons. The Technology Technician will undertake a practical health and safety role for the relevant departments.

The technician role forms a central part of the work of the department and he/she will work closely with teaching staff to support, develop and further extend the work of the department and the experiences of the students.

#### **4. Overall Responsibility**

- Support the maintenance of a safe working environment where the correct Health and Safety procedures are followed.
- Comply with all school policies – particularly those on Health and Safety, child protection, confidentiality and data protection.
- Contribute to the safeguarding and promotion of the welfare and personal care of children and young people with regard to the; *Every Child Matters* agenda and Area Child Protection Procedures.
- To prepare materials and equipment for practical lessons
- To maintain and monitor consumables and equipment in D&T to ensure all pupils are able to access a wide range of materials and processes as part of their Design Technology provision
- To maintain and monitor stock control
- To assist the Head of Department in the ordering of materials and equipment
- To carry out weekly material and equipment checks across all Technology rooms
- To assist teaching staff in promoting and raising the profile of D&T within and outside the school
- To assist staff in the demonstration and application of machinery use to students.
- To provide technical support to staff during lesson time as required
- Carry out weekly Health and Safety checks on all equipment and machinery and report directly to the Head of Department
- To undertake any Health and Safety training as required by the HOD

#### **5. Stock Control and Maintenance**

- To maintain consumable stock levels including the monitoring of stock, the purchasing and collection of goods
- Processing the delivery of stock including the checking of delivery notes, and administer the issue of stock
- To clean and tidy away equipment to ensure a healthy and safe working environment within the department
- To maintain a supply of clean linen and arrange storage
- To maintain an inventory of all equipment and tools used by the department
- To coordinate and monitor purchase of food stuffs from local suppliers and be responsible for the correct storage and rotation of consumable food stocks
- To assist with setting out exhibitions for parents evenings/options evenings/end of year show.

## **6. Support & Deliver Learning – Supporting Teachers**

- Work effectively as part of the teacher support team and with teaching staff, in contributing to the quality of teaching and learning.
- Support and complement the work of teachers by assisting them in the:
- Preparation of practical resources for the lesson such as cutting materials to length or setting up visual aids.

Response to individual needs by personalising

### **SAFEGUARDING**

- To be aware of and work in accordance with the school's child protection policies and procedures in order to safeguard and promote the welfare of children and young people and to raise any concerns relating to such procedures which may be noted during the course of duty.

### **OTHER SPECIFIC DUTIES**

- To play a full part in the life of the school community, to support its mission and ethos and to encourage staff and students to follow this example.
- To actively promote the school and Trust's policies.
- To be courteous and provide a welcoming environment.

### **GENERAL**

1. To be aware of, and comply with, Trust and school policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
2. The above duties are not exhaustive and the post-holder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Headteacher and Local Governing Body.
3. This job description will be kept under review and may be amended via consultation with the individual, Headteacher and Local Governing Body as required. Trade Union representatives will be welcome in any such discussions.

## Section 5: Person Specification



# Minerva Learning Trust Person Specification



### Post title: Food Technology Technician

Minimum Essential Requirement	Method of Assessment
<b>KNOWLEDGE AND EXPERIENCE</b>	
Experience of working in a school or with young people	AF/I
Experience of working in the Technology industry and the use of cookers, electrical whisks etc	AF/I
Have knowledge of Health & Safety regulations/procedures	AF/I
Experience of working with young people	AF/I
<b>PROFESSIONAL DEVELOPMENT</b>	
Ability to identify own training needs	AF/I
Willingness to engage in continued professional Development	AF/I
<b>SKILLS</b>	
Excellent literacy/numeracy skills	AF/I
Excellent keyboard and data entry skills	AF/I
Effective communication skills	AF/I
Ability to prioritise	AF/I
Ability to relate to people on all levels	AF/I
Work constructively as part of a team	AF/I
Ability to relate to staff and pupils	AF/I
<b>QUALITIES AND ATTRIBUTES</b>	
To be organised and efficient	AF/I
Ability to inspire students	AF/I
Reliable and punctual	AF/I
Polite, friendly and flexible approach to work	AF/I
To have a good sense of humour	AF/I
Ability to follow instructions	AF/I
Calm and professional at all times	AF/I
<b>EQUAL OPPORTUNITIES AND SAFEGUARDING</b>	
An understanding of safeguarding issues and promoting the welfare of children and young people.	AF/I
A commitment to safeguarding students.	AF/I
Suitability to work with children.	AF/I
A commitment to equal opportunities.	AF/I
Ability to recognise discrimination and willingness to put Equality Policies into practice.	AF/I

**Key:** AA = Assessed activity  
AF = Application form  
I = Interview  
R = Reference

## Section 6: The Appointment Process

These notes are intended to guide you when making an application.

### 1. The Application Form

Complete the application form neatly, fully and accurately, including exact dates. The form may be typed or handwritten but if you do write it by hand please make sure that it is legible and that you use black ink. Indicate clearly on the front page the post you are applying for. You are requested to submit a concise application.

### 2. Education and Training

State your qualifications and any training you have undertaken relevant to the post.

### 3. Present Appointment

Make it clear what your present post is, which establishment you work in and who your employer is.

### 4. Previous Appointment

When completing this section, it is important that you offer a continuous record, or an explanation of any gaps to allow full account to be taken of your experience, for example, child raising, voluntary work.

### 5. Referees

Suitable referees are people who have direct, recent experience of your work and who are in responsible positions. We may need to contact them at short notice so please be specific with regard to contact addresses including e-mail and telephone numbers.

### 6. The Supporting Statement/Letter of Application

The supporting statement or letter is regarded as a very important part of your application. You should make statements that demonstrate how your qualifications and experience match the post. You should take particular care to demonstrate how you meet the person specification included as part of these details. **Please limit your supporting statement to two sides of A4 in size 11 font.**

### 7. Arrangements for Interview

Shortlisted applicants will be contacted as soon as possible after the closing date. Referees are contacted prior to the interview stage for teaching and some support staff posts. We would ask that all shortlisted applicants read the safeguarding information on the school website prior to attending the interview.

8. The Interview

Candidates will be invited to spend a day visiting the school during which time they will have the opportunity to meet staff and students and see the school at work. Interviews are likely to take place in the afternoon. \* **Please note Interview arrangements may differ to normal due to Covid-19 Restrictions.**

9. Feedback

Feedback is offered to those candidates who are shortlisted and not recommended for appointment. It is hoped that this information will help you with future applications.

10. Selection for Appointment

Selection is made conditional upon the successful candidate meeting the Trust's requirements for health, physical capacity and conduct.

11. Arrangements for Applications

When you have completed your application, the completed form and covering letter should be e-mailed to [akeeton@hgcsc.co.uk](mailto:akeeton@hgcsc.co.uk) by the closing date.