

# Richard Hale School



400 YEARS OF EXCELLENCE

## Application Pack

### Food and Nutrition Technician

30 to 35 hours per week, Term time only  
*(Hours negotiable for the right candidate)*

April/May 2025



## **Richard Hale School**

### **Food and Nutrition Technician**

**30-35 hours per week**  
**Required for April/May 2025**

Thank you for your interest in the post of Food and Nutrition Technician. The application pack consists of the following documents and an application form can be found on our website <https://www.richardhale.herts.sch.uk/vacancies/> under Support Staff Application Form.

- Copy of the advertisement
- Information about the school
- Job Description

Please note:

- **Closing date:** – Closing date for applications is **9am on Monday 31<sup>st</sup> March, 2025**  
Please note we reserve the right to close this vacancy early should sufficient applications be received so early application is essential.
- **Electronic version of the application form**  
The application form can be found on our website <https://www.richardhale.herts.sch.uk/vacancies/> under Support Staff Application Form and Support Staff Guidance notes are provided to assist you.
- **References**  
Please ensure that you provide **email addresses** for all your referees as we will request references by email. A **mobile number** for them would also be useful.
- **If you have any queries regarding this post**  
For general enquiries about the recruitment process, please contact Mrs Homan, HR Manager on 01992 583441 ([sho@richardhale.co.uk](mailto:sho@richardhale.co.uk)).
- **How to apply and where to send your completed form**  
Please complete the application form and return it to the school as soon as possible, together with a letter of application, on no more than two sides of A4, which outlines the skills and abilities you could bring to the post. Please forward these by email to Mrs Homan at [sho@richardhale.co.uk](mailto:sho@richardhale.co.uk). Please accept our apologies as we may not be able to notify all candidates of the outcome of their application.
- **Criminal Declaration Form**  
All applicants invited to interview will be required to complete a Criminal Declaration Form prior to interview.

We look forward to reading your application, and thank you for your interest in our school.



# Richard Hale School

## **Food and Nutrition Technician 30 to 35 hours per week (hours negotiable) Required April/May 2025**

We have a vacancy for a Food and Nutrition Technician working within our Design and Technology Department alongside our Teacher of Food Preparation and Nutrition for 30-35 hours per week. Working hours and pattern (including start and finish times) can be negotiable for the right candidate. The post holder will be responsible for supporting the D&T Department staff to enable the smooth running of a busy and highly successful department.

The position will be paid on grade H5 9-14 salary range £26,409 - £28,624 (pro rata) plus outer fringe, term time only.

There is some flexibility available in working hours and pattern (including start/finish times) and these can be negotiable for the right candidate, and discussed at interview.

The school is committed to safeguarding children and young people. All post holders are subject to a satisfactory enhanced DBS check (Disclosure & Barring Service).

The Application Pack together with the application form can be downloaded from the School's website or you may contact Mrs Homan by email, [sho@richardhale.co.uk](mailto:sho@richardhale.co.uk). The application form, together with a personal statement, on no more than two sides of A4, outlining the skills and abilities you could bring to the post, should be emailed to Mrs Homan by 9am on Monday 31<sup>st</sup> March, 2025. Please note we reserve the right to close this vacancy early should sufficient applications be received so early application is essential.



400 YEARS OF EXCELLENCE

## Richard Hale School

### Information about the school

Richard Hale School, called after its original wealthy benefactor, has stood on its present site since 1930. It was founded as Hertford Grammar School in 1617 on a site behind All Saints' Church nearer the town centre and changed its name in 1974 when it became a comprehensive school. A door from the original school can be seen in the main foyer when you enter the school giving that sense of history that we are very proud of.



Richard Hale is an 11 - 18 year old boys' comprehensive school with a six-form entry in Year 7. The school has 1200 students with 180 in each year group and over 300 in the sixth form which is mixed. We are heavily oversubscribed with 500 applications for 180 places.

Year 7 students are drawn from approximately 50 primary schools with admissions based on the post coding of traditional parishes. The intake comes from a large area of East Hertfordshire, particularly Hertford, Ware and the surrounding villages. The Sixth Form has continued to grow since becoming co-educational in 2005. It is now one of the largest in the area, attracting boys and girls from further afield than the immediate locality.

The school's buildings have been improved extensively over the years. Facilities include a Sixth Form Centre with tutorial rooms and a large study room. We have improved the facilities on site with a refurbished Engineering block. During 2017 a 3G all-weather football pitch was added to provide improved sport facilities for the students and in September 2022, we opened our brand-new Sports Hall, which includes a fully equipped gym. We play Rugby games at Hertford Rugby Club; this provides a real experience for the students playing in front of a good crowd and under floodlight during the winter evenings. We run a complete set of Saturday morning fixtures in rugby, football, and cricket over the year.



Underpinning all the work done within the school is a steadfast commitment to develop our students into thoughtful, respectful, and focused individuals who are able to make a positive contribution to the community and wider world.



We are a Good School as Ofsted confirmed in our recent Ofsted Inspection last summer. The feedback and report reflect the many strengths of the school and recognises the, “significant improvement,” at the school in the last 6 years. The report states that, “The school is a happy place to learn and work in,” and that, “Pupil’s behave well in and out of lessons. This happens because they build positive relationships with staff.” Ofsted also recognised that, “Leaders are mindful of the pressures on staff and have made considered changes to policies and practice to help reduce workload and increase staff’s wellbeing.”

### **The school curriculum and extra-curricular activities**

Our curriculum is traditional in principle, but also provides innovation where possible. Some key characteristics:

- We teach KS4 over three years so we can develop skills and enrich the students’ learning experience alongside the increased content the new qualifications require.
- Approximately 70% of students take a modern foreign language and individual sciences at GCSE, placing the school in the top 20 percentile for these subjects.
- Our Design and Technology provision includes Engineering, which is very popular at KS4.
- We have a garage on site allowing the students to experience motor engineering, this is alongside the other D&T disciplines.
- We offer a broad and balanced curriculum which provides a range of opportunities for our students catering for all interests and aspirations.
- Students in the Sixth Form have access to two learning pathways, academic or vocational. The Advanced Level offer is extensive with 21 subjects taught on site. BTEC Business, Science and Sport provide students with a more focused vocational curriculum.



At KS5 we teach a linear syllabus with students sitting examinations at the end of the two-year course. Our destination data is strong with all our students achieving offers for university, many of these from the Russell Group, or successful entry into apprenticeships or employment.

Student achievement is high with 83% achieving 9 to 4 in English and Maths in 2024 and 66% achieving 9 to 5 in these subjects. The progress of students is an area which has been a focus over the last few years, and we are delighted that our progress score will be above average again this year and well above average for boys. The school's performance indicators are all significantly above the national average in every measure, but particularly for boys.

Our aim is to create a learning environment in which all students can develop their learning, intellectual and personal abilities, both inside and outside the classroom. To this end we provide an extensive extra-curricular programme, with the school excelling in sport, music, drama, science and engineering competitions. Our Duke of Edinburgh's Award programme is strong with large numbers of students taking bronze or gold awards. The school's ethos is one of encouraging the participation of students in the wider school community through a diverse range of opportunities at all levels.



Much of the school activity is centred on the House system. Each pupil is allocated to one of the six houses (Cowper, Croft, Hale, Kinman, Page, Wallace) and throughout their school lives enjoy and compete in many activities, mainly organised by themselves and supported by the Heads of House. These range from sport, music and drama competitions to chess and other types of activity.

Further information on the school and its history and achievements can be found on our website at [www.richardhale.herts.sch.uk](http://www.richardhale.herts.sch.uk).



# Richard Hale School

## Information about the department

### Staffing

Tom Glead	Head of Department
Neal Turner	Second in Department
Martin Barrett	Teacher of Design and Technology
Lorna Bensted	Teacher of Food Preparation and Nutrition
Leila Marr	Teacher of Design and Technology
Rob Powell	Design and Technology Technician
Kieth Graham	Automotive Workshop Technician

### Accommodation

- Large Food Preparation and Nutrition Room
- Computer Suite
- Systems and Control Room
- Large Design and Technology Room
- Design and Technology Workshop
- Engineering Design Teaching area
- Engineering Workshop
- Heat Treatment Area
- Electronics/Engineering Room
- Automotive Workshop

### Curriculum

In Key Stage 3, the curriculum is delivered through a rotation system, with students having the opportunity to experience and learn across a range of Design Technology disciplines, which includes Food and Nutrition. This is delivered in Year 7 and 8, and whilst delivered across two years, the number of hours that students experience Design Technology is above the National and Hertfordshire average at KS3. Students have the option to choose Food Preparation and Nutrition at KS4 and is often oversubscribed.

**Key Stage 3** Students are taught in a nine group carousel consisting of Design and Technology, Engineering and Food Preparation and Nutrition.

**Key Stage 4** GCSE's in Design and Technology, Engineering (single and double option) and Food Preparation and Nutrition.

**Key Stage 5** A Level in Design and Technology with both Product Design and Design Engineering route offered.

### Developments

The Department is a large and well-equipped one with much up to date equipment and technology. Most areas have recently been redecorated and re-organised. We have a wide variety of machines and a Systems and Control room. Our use of CAD/CAM has continued to increase, and we are now recognised locally as a centre to help support other schools in this area.

We have laser cutting and 3D printing facilities that are used across all key stages. All students in Year 9 experience a day of automotive engineering in the school garage.

The Food Technology room is well equipped and is currently the subject to a Condition Improvement Bid, in order to improve the fabric of the building. If successful, this will build on the renovation that was completed in the Engineering block last summer.

**Enrichment Projects and Competitions:**

We have increased our participation in Local and National competitions and have achieved success with these. For example:

Land Rover 4x4 in Schools Competition - a team of 5 Year 12 students reached the World Finals

F1 in schools Competition

Vex Robotics Competition

MBDA Glider Challenge

Rotary Club Design and Technology Challenge

After school garage classes for Years 9, 10 and 11, run by Mr Graham.

Year 10 Food Preparation and Nutrition students competed in a Young Chef of the Year competition.

Chef club which was completed by a gala dinner for parents.

The department runs a "Bake off", results of which contribute to the House Points competition.





# Richard Hale School

## Job Description : Food and Nutrition Technician

### Job Purpose

The Food and Nutrition Technician has a central role to play in the smooth running of the Food Preparation and Nutrition section of the Design & Technology Department. They will support the Teacher of Food and Nutrition in the preparation of lessons and in ensuring the room is safe to learn in. They will support in some lessons and support the management of the area to ensure that students have safe and necessary equipment to use as part of their learning.

### Main Areas of Responsibility

- To support the Teacher of Food Preparation and Nutrition in preparation for student learning.
- To prepare the Food Preparation and Nutrition room for learning, to ensure that the areas are safe and ready to learn, equipment is correct and students can learn effectively.
- Support the teacher with more dangerous equipment and the use of this by students, for example with the distribution and collection of knives and other sharp equipment.
- To support the teacher with the practical and academic aspects of the curriculum in preparation of materials for example.
- To maintain and ensure equipment is safe to use in the food room and raise concerns with the teacher/Head of Department so equipment can be replaced.
- To maintain a clean and safe working environment in the food room as far as practically possible.
- To maintain correct levels of hygiene for key equipment i.e. ovens and fridges for example.
- To ensure that correct and up to date Health and Safety signage is displayed.
- To ensure teachers have the equipment needed to teach the practical aspects of the Food Preparation and Nutrition curriculum.
- To order supplies and materials to allow the Food Preparation and Nutrition curriculum to continue to run smoothly, this will include keeping track of stock via a suitable method and ordering of food for Pupil Premium students and administering this effectively.
- To support in the displays in the classroom and wider Design Technology areas.
- Other tasks that are reasonably required by the Teacher of Food Preparation and Nutrition and Head of Department to support their teaching.

### Other Responsibilities

- The Food and Nutrition Technician may be asked to assist with overseeing students using ovens, equipment and other higher risk activities.
- To assist with the organising of Food Technology trips and accompany staff and students on trips when requested to do so.

### Supervision

- To liaise with the Teacher of Food Preparation and Nutrition to ensure that all practical activities are planned for with materials and equipment.
- To organise own workload and priorities on a day to day basis using own initiative and knowledge of the work.

**Contacts**

Maintain good relationships with all contacts including:

- Staff
- Students
- Parents
- Suppliers

**Knowledge and Experience**

- Appropriate qualifications and/or experience of working in a busy environment.
- Knowledge of hygiene processes.
- Willingness to maintain CPD of hygiene and safety processes in a food environment.
- Friendly and personable nature.

**Responsible to:** Head of Design & Technology

**Working Time:** 30 to 35 hours per week (negotiable)  
Term Time Only



# Richard Hale School

## Person Specification

<b>Professional experience</b>	<b>Essential</b>	<b>Desirable</b>
Experience of working with young people (preferably of secondary school age)		<b>Y</b>
Experience of working in a Food department/environment		<b>Y</b>
Experience of working as part of a team	<b>Y</b>	

<b>Knowledge, skills and attributes</b>	<b>Essential</b>	<b>Desirable</b>
Ability to organise and manage time effectively and prioritise workload	<b>Y</b>	
Strong organisational skills	<b>Y</b>	
Knowledge of the Food Preparation and Nutrition curriculum at GCSE and A Level		<b>Y</b>
Up to date, thorough knowledge of Health and Safety requirements in a school food department		<b>Y</b>
Competent ICT skills in the use of spreadsheets, word processing, graphics packages, etc	<b>Y</b>	
Ability to keep accurate records eg orders, financial	<b>Y</b>	
Effective communication with a variety of audiences, both orally and in writing	<b>Y</b>	
An understanding of safeguarding procedures and willingness to work with the DSLs to promote safeguarding across all year groups.		<b>Y</b>
Is calm, patient and reflective	<b>Y</b>	
Is positive and enthusiastic	<b>Y</b>	
Ability to work with minimum direct supervision – organise own workload and priorities on a day-to-day basis using own initiative.	<b>Y</b>	