



Job Profile & Person Specification

Food Technology Technician

Date September 2026

Application Deadline: Friday 8th May at 9am

Job context:

Saint Cecilia's Church of England School is a co-educational Church of England comprehensive school for pupils aged 11-18 years in the Diocese of Southwark and the London Borough of Wandsworth, specialising in the teaching of music and mathematics. There are 150 pupils in Year, with potential to increase to 180 as the school expands. There are now over 1,000 pupils on roll, including approximately 200 in the Sixth Form. This job profile reflects the vision, aims and policies established by the School's Governing Body.

Job purpose:

- To support the Food technology curriculum by providing an safe, efficient, effective technician service.
- To be responsible for the procurement and maintenance of materials and equipment related to the Food technology curriculum.
- To Provide technical advice and assistance in the classroom to support students and to assist teaching staff with the provision of learning activities.
- To carry out regular hazard checks and ensure compliance with all relevant health and safety regulations.

Accountable to:

- Curricular Team Leader for Art and Design

Key Tasks and Accountabilities

Management of Facilities and Equipment

- To prepare and clear away equipment, food and materials as required within the food technology lessons.
- To maintain labs and prep rooms in a tidy and clean condition, including cleaning sinks, ovens and keeping work surfaces clear.
- To undertake general maintenance, cleaning and repair of apparatus and equipment and conducting scheduled safety checks and maintenance of laboratory facilities.
- To dispose of waste safely and dealing with spillages and breakages in accordance with regulations.
- To advise the Head of Department on replacement needs, ordering equipment and unpacking and sorting newly received equipment
- To advise the teaching staff on safety matters and/or potential problems with equipment, liaising with suppliers and the premises team to facilitate repairs.

- To check materials and equipment for before and after use by a class, for quantity and damage.
- To maintain an up-to-date inventory or stock and equipment and keeping computerised records.
- To put up and maintain appropriate classroom and corridor displays within the food technology department and within the school.

Administration

- To place and progress orders.
- To operate a system of stock control, maintaining stock levels and stock records.
- To carry out and keep records of regular hazard checks.
- They shall research the availability of suitable equipment, materials and resources, and suggest alternatives for suitability, sustainability and economy to their line manager.

Personnel and Other Services

- To provide appropriate support for other staff as required.
- To help maintain a good working atmosphere where work is completed correctly and promptly.
- They shall invigilate school and public examinations and tests as required.
- They shall attend relevant meetings and training sessions as required to ensure that they are aware of associated procedures and regulations.
- They shall undertake first aid training and responsibilities as required.
- They shall keep up to date with developments, current initiatives and changes in their field and communicate to staff as appropriate.

Person Specification

Criteria	Essential	Desirable
Qualifications and experience	<ul style="list-style-type: none"> • Educated at least to GCSE standard or equivalent. • Experience of working within catering or similar environments. 	<ul style="list-style-type: none"> • Qualification/s in relevant field/s. • Experience of working in a school or similar establishment. • First aid qualification or willingness to gain one.
Knowledge, Skills and Abilities	<ul style="list-style-type: none"> • Shows a clear and detailed understanding of what will be involved in addressing the key tasks in the job profile. • Knowledge of CLEAPSS and other relevant health and safety legislation. • Working knowledge of basic food preparation techniques. • Can proficiently use computer software including word-processing, excel spreadsheets, information and internet systems. 	<ul style="list-style-type: none"> • Working knowledge of completing risk assessments. • Working knowledge of national guidelines regarding curriculum delivery in food technology. • Knowledge and understanding of the healthy eating initiative in schools. • Experience of placing and progressing orders, working within budget parameters
Personal Qualities	<ul style="list-style-type: none"> • Ability to maintain a good working atmosphere where work is completed correctly and promptly. • Ability to work as part of a team as well as to work independently • Ability to be flexible and prioritise work related tasks, particularly when under pressure. • Committed to education principles which are inclusive of all pupils • Excellent interpersonal and communication skills 	<ul style="list-style-type: none"> • Practising Christian

Saint Cecilia's Church of England School
 Sutherland Grove, London SW18 5JR
 info@saintcecilias.london
 020 8780 1244
 www.saintcecilias.london