



Job Description

Job Title:	Food Technology Technician
Location:	The Bolsover School
Salary:	The Redhill Academy Trust Pay Scale, Band 6, Scale point 28 - 32
Hours of Work:	15 hours per week, Term Time only (52 weeks per year)
Responsible to:	Head of Technology/Operations Manager
Post Objective:	To offer support to the Food Technology Department as directed by the Head of Department.

Main Duties and Responsibilities:

Roles and Responsibilities of the Post:

1. To assist in the preparation of Food Technology classes.
2. Ensure that stock levels are maintained, ordering resources as directed via the electronic systems.
3. Ensure that ingredients are sourced for lessons as appropriate and within policy guidelines.
4. Ensure that all equipment is accounted for and stored appropriately at all times.
5. Assist in ensuring that food hygiene regulations are maintained and that the school's Health and Safety policy is followed at all times.
6. Ensure that equipment used by the students is clean and visually inspected on an ongoing basis, reporting any maintenance issues to the Head of Faculty and School Business Manager.
7. To liaise with the Head of Technology and carry out work within the Food Technology Department during the summer holiday period as per his/her requirements.
8. To operate all computer based and manual administrative and clerical systems within the school in a secure manner and provide appropriate support for new systems to meet the delegated responsibility of the school under the Education Reform Act.

9. To keep up to date, so far as necessary, for the efficient executing of the job, with new legislation, procedures and techniques.
10. To undertake relevant training associated with the role as and when required.
11. To carry out any other duties within the overall function commensurate with the grading and level of responsibility of the job, as directed by the School Business Manager.

Appraisal:

Participating in arrangements made in accordance with the School's performance management systems.

Review: Further training and development:

Participating in arrangements for your further training and professional development;

AS A MEMBER OF STAFF AT THE BOLSOVER SCHOOL

1. To act as a role model to the young
2. To be punctual to all assigned duties e.g. present at the start of all lessons
3. To dress in a professional manner.
4. To uphold the School aims and objectives and all associated policies
5. To support the behaviour management of the students and report any infringements to the class teacher or the relevant Head of House.

Discipline, Health and Safety:

Maintaining good order and discipline among the students and safeguarding their health and safety both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere;

Staff meetings:

Participating in meetings at the school which relate to your work.

The role of Food Technician involves significant contact with students and with access to potentially sensitive data. The role engages in regulated activity and requires and clear, enhanced DBS.

Updated December, 2021

This post involves working closely with young people and is therefore categorised as engaging in regulated activity.