

JOB DESCRIPTION: Technician (Food Technology)



Job summary

Under the supervision of the Curriculum Lead, the Food Technology Technician will provide technical assistance and support to facilitate excellent teaching and learning within the department. They will prepare, provide, and maintain the necessary resources required to enable safe and engaging practical activities to be undertaken by staff and students. The postholder will maintain an appropriate health and safety culture ensuring that all relevant health and safety regulations and guidelines are always adhered to.

At all times, the post holder will be expected to work collaboratively with relevant colleagues to fulfil the requirements of the role and contribute positively to the effective teaching and learning within the academy.

Primary duties and responsibilities

Relationships

- Build and maintain effective working relationships with your line manager and team members to ensure the smooth provision of practical and technical support within the department. Liaise with them to ensure all requirements are met.
- Establish and maintain positive and professional relationships with students. Provide advice and assistance with any practical or technical issues they may have.
- Communicate effectively and professionally with all stakeholders particularly regarding health and safety matters. Liaise with site staff, as and when required, to support with the set up/moving of equipment as needed.
- Maintain good working relationships with external service providers, contractors, and suppliers.
- Provide support and guidance to supply teachers and student teachers. Ensure they have all the necessary resources to enable them to teach the work set and cover lessons more effectively.
- Liaise with relevant Technicians across the federation (and externally where appropriate) to share knowledge, best practice, and innovations to continually improve support within the academy.
- Communicate effectively and professionally with staff, students, and external bodies in person, writing, electronically and by telephone.
- Adopt an appropriate communication style depending on the nature of the communication.

People management

- Provide technical and practical advice and guidance to staff and students. Demonstrate proper use of equipment to teaching staff and/or students as required.
- Be present in the classroom, as required. Communicate and demonstrate the safe usage of resources, machinery, and equipment to staff and students. Ensure their safety and that of the working environment as required.

Resource management

- Prepare all resources to meet the practical needs of the curriculum, as directed by the Curriculum Lead and/or teaching staff. This may include, but not limited to, food preparations, assembling apparatus, reviewing risk assessments etc. This will be required for teaching lessons, FNN networks, professional development days, open evenings, etc.
- Set up and clear away resources needed for practical activities as required.
- Ensure the safe and appropriate storage of materials, equipment, and other specialist resources. Ensure all resources within the department are maintained to the highest standards.
- Ensure the safe disposal of used materials and substances in accordance with guidelines and regulations.
- Maintain stock lists and inventories as instructed. Assist with stock control and ordering. May be required to obtain materials by local purchase and handle petty cash.
- Source suppliers for equipment, repairs, and goods.
- Contribute to the research, design, development and maintenance of specialist resources or long-term projects. Produce notes and guidance regarding practicals and procedures as required.
- Assist with checks, cleaning and maintenance of tools, materials, and equipment. Ensure equipment and resources are available and operational when required. Ensure equipment and resources are available and operational when required. Ensure all routine maintenance of equipment has been scheduled and has been budgeted for, and/or undertake maintenance and repair when equipment is damaged, as required.
- Oversee the maintenance and operation of equipment as required.
- Ensure workshops are clean, tidy, and free from clutter.
- Assist with displays such as exhibiting student work and display material to celebrate the department.

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- Undertake other appropriate tasks such as administration or reprographics duties as required.
- Be first aid trained and provide assistance as necessary (where there is a requirement to be first aid trained).
- May be required to help with clubs and other activities such as taster days and open evenings.
- Ensure all written and electronic reports, records, emails, logbooks, and other documentation are completed in an accurate, comprehensive, and timely manner.

Decision making

- Responsible for checking deadlines for own work and re-prioritising workload accordingly.
- Identify health and safety hazards, damage, or other related deficiencies; deal with them appropriately and in line with regulations, academy policies and procedures.
- Ensure that all equipment and practical tasks are in line with standards and regulations such as Control of Substances Hazardous to Health (COSHH) and relevant British Standard code of practice. Contribute to decisions regarding the repair or replacement of equipment.
- Undertake risk assessments and Portable Appliance Testing (PAT) (where relevant and trained to do so) as required. Consider the safety and behaviour of staff and students is controlled to prevent injury, misuse, and damage to facilities.
- Analysis of curriculum plans to make sure resources are ordered and prepared ahead of the lesson.

Work demands

- Promote positive student behaviour, deal promptly with conflict and incidents in line with academy policy and encourage students to take responsibility for their own behaviour.
- Able to work to planned routine but also adaptable and flexible to deal with ad hoc issues.

Physical demands

- Moderate physical effort required. The role will involve some lifting, carrying, and pushing trolleys.
- Contribute to organising physical teaching space and resources to maintain a safe, stimulating environment.
- Appropriate personal protective equipment such as safety goggles must be worn as instructed.

Working conditions

- Role is an academy-based role, mainly working in workshops, storerooms, and classrooms.
- Will involve the exposure to and handling of hazardous substances and equipment in line with COSHH regulations.
- Attend meetings and events at other CLF sites and at other external locations, as required.
- May be required to drive a minibus for trips and events.
- Ensure that the workspace is a clean and tidy environment.

General expectations

Behaviour expectations

- Maintain **High expectations** in all we do, ambitious for ourselves, our communities, and our environment.
- Create **Equity** of opportunity, promoting inclusion, removing disadvantage and rejecting discrimination.
- Champion the success and life chances of **All children**.
- Furnish pupils and staff with the **Resilience** to succeed as lifelong learners.
- Harness our **Togetherness** to achieve more, collaborating proactively in the seamless unity.

Expectations of jobholder

- Be aware of and comply with CLF policies as set out in the CLF Employment Manual as well as individual academy policies and procedures.
- Be committed to safeguarding and promoting the welfare of children and young people.
- Ensure that the equal opportunities policy is adhered to and promoted in all aspects of the post holder's work.
- Ensure effective quality control and continuous improvement in all aspects of the work and responsibilities attached to this post.
- Demonstrate professionalism towards sensitive and confidential information and adhere to data protection legislation.
- Comply with and promote Health and Safety policies and procedures and to undertake recommended Health and Safety training as and when necessary.

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- Commit to professional self-development, such as through participation in inset training and professional services network as necessary for the successful carrying out of the job.
- Undertake such other duties as are commensurate with the grade of the post.
- The academy is a designated non-smoking site.

NB: This job description is designed to outline a range of main duties that may be encountered. It is not designed to be an exhaustive list of tasks and can be varied in consultation with the post holder in order to reflect changes in the job or the organisation.

Signed:

Name:

Date: