

# The Stourport High School & VI<sup>th</sup> Form College

## Job Description



**Post:** Health, Hospitality & Food Technician

**Salary:** NJC Support staff pay scale

**Post holder:**

**Reporting to:** SLT line attached

Providing an equitable educational experience for all of our students is fundamental at Stourport High School & VIth Form College. Ensuring all students can access education to meet their individual needs is, therefore, a priority. The post holder will provide the Health, Hospitality & Food department with support for all practicals for all year groups, ensuring high standards of cleanliness are maintained in order to ensure student experience is in line with National Curriculum and exam board specifications.

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

### KEY RESPONSIBILITIES

- To embody the values, vision and ethos of Stourport High School & VIth Form College and the Severn Academies Educational Trust and assist the Principal in delivering policy which will ensure high quality and successful outcomes for all students and the school.
- To communicate with parents and guardians of students where applicable.
- Ensure all students adhere to our school ethos and expectations and use our Climate for Learning sanctions if appropriate
- Take responsibility for your ongoing personal development and growth of expertise
- To assist the Principal in delivering policy that will ensure high quality and successful outcomes for Stourport High School and VIth Form College.
- perform all duties allocated effectively and liaise closely with teaching staff and other school staff
- To ensure safe practices are observed at all times.
- Contributing to the continued delivery and development of the Trusts aims as outlined in our 'Pledge'.
- Modelling and promoting the Trust's wellbeing principles.

### SPECIFIC DUTIES

- To prepare for and clear away after, practical classes including reclamation of parts and material as necessary
- Checking of equipment ensuring high standards of cleanliness are maintained i.e. clean tea towels, dishcloths, over gloves, whites, refrigerator, cookers, freezers, working surfaces and bins.
- To assist teaching staff as directed in the preparatory work for examinations and using computer facilities
- To fabricate or prepare ingredients ready for practical lessons
- To repair, maintain and install equipment, as appropriate
- To undertake storekeeping duties including the receipt and issue of ingredients and equipment and assisting in the completion of associated administrative and clerical work (e.g. preparation of orders, clearance of invoices, records of expenditure)
- To maintain preparation and storage rooms and areas in clean and tidy condition
- To prepare ingredient orders for HHF department for FSM students and review and renew them regularly
- Prepare equipment for lessons as appropriate
- Any other duties commensurate with the scale of the post may be required under the direction of the Principal

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- Clear and tidy equipment after lessons and store safely
- Comply with necessary conditions for an effective and safe working environment
- Prepare materials and ingredients in response to requests
- Monitoring and reporting stock levels
- Assist with the availability of suitable materials and equipment
- Helping to compile orders and liaise with line manager
- Assist in the routine maintenance and cleaning of equipment and materials including the safe disposal of used materials within the school H & S Policy
- Individuals have a responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or come into contact with
- To ensure all tasks are carried out with due regard to Health and Safety
- To set an example of personal integrity and professionalism
- Attendance at appropriate staff and department meetings

### **Safeguarding**

The safety and well-being of our children are central to our ethos and we expect all staff and volunteers to share this commitment. Successful applicants will be required to provide references, undertake an enhanced check through the Disclosure and Barring Service, and comply with the Safeguarding Policy and child protection practices of our Trust.

### **Equalities**

We have a strong commitment to achieving equality of opportunity in its academies and in the employment of people. The post will ensure that the Trust meets its statutory obligations in relation to all aspects of equalities legislation.

### **GDPR**

Our GDPR privacy notices can be viewed on our website: <https://www.saet.co.uk/gdpr-3/>

The above responsibilities are subject to the general duties and responsibilities contained in the most recent statement of conditions of employment. These duties are given as a guideline only and are not exhaustive. Other tasks and activities commensurate with the scale of the post may be required under the direction of the Line Manager or Principal.

1. The Trust reserves the right to alter the content of this Job Description after consultation to reflect changes to the job or services provided, without altering the general character or level of responsibility
2. The duties described in this Job Description must be carried out in a manner which promotes equality of opportunity, dignity and due respect for all employees and service users and is consistent with the Trust's Equality Policy.