

*At Lady Manners School we strive to attain the highest standards in our work, have respect for others and develop our individual talents.*



Founded 1636 by Grace, Lady Manners  
Lady Manners School

## **JOB DESCRIPTION**

<b>POST TITLE:</b>	Food Technology Technician
<b>MEMBER OF STAFF:</b>	
<b>GRADE:</b>	5
<b>RESPONSIBLE FOR:</b>	N/A
<b>RESPONSIBLE TO:</b>	Curriculum Leader for Design and Technology Director of Learning Faculty of Computing and Technology

### **OVERALL RESPONSIBILITY:**

To provide a comprehensive support service to the Food Technology Department, ensuring availability of equipment and resources and supporting students and teaching staff in the classroom.

### **SPECIFIC DUTIES AND RESPONSIBILITIES:**

1. Prepare classrooms and resources for lessons, including weighing ingredients for experiment lessons and setting up class sets of equipment and specialist equipment.
2. Ensure that the correct equipment is available in student cupboards.
3. Be responsible for clearing away equipment at the end of a lesson and maintaining the cleanliness of the equipment.
4. Ensure the safe storage of finished food products.
5. Ensure the cleanliness of the work areas, store-rooms, cookers, fridges, freezers in line with the cleaning schedules for the department.
6. Ensure that tea towels, dish cloths, oven gloves, hats and aprons are laundered.
7. Assist the Curriculum Leader with the management of resources within the department including:
  - Selecting resources to be purchased.
  - Negotiation of prices.
  - Placing orders.
  - Receiving goods.
  - Stock control.
  - Processing invoices.
  - Maintaining asset registers.
  - Ensuring equipment within the department's remit is properly maintained and serviced.
8. Assist the Curriculum Leader with major equipment purchases.
9. Provide clerical assistance (for example, photocopying, organising classroom resources, filing).

10. Shop for ingredients for practical lessons (where these cannot be obtained through the main supplier).
11. Defrost fridges and freezers as necessary.
12. Support students in lessons including:
  - Helping to record work
  - Develop organisational skills
  - Keep students on task and motivated
  - Reinforce learning
  - Helping to build student's confidence
  - Demonstrating food preparation processes

**GENERAL DUTIES AND RESPONSIBILITIES:**

1. Undertake training and development activities relevant to the position.
2. Co-operate with the school in complying with relevant health and safety legislation, policies and procedures.
3. Carry out the duties and responsibilities of the post in compliance with the school's equal opportunities policy.
4. Support the aims and ethos of the school.
5. Maintain confidentiality and observe data protection and associated guidelines where appropriate.
6. Maintain an awareness of Safeguarding Children, Safer Working Practice and Every Child Matters initiatives.
7. Carry out any other reasonable duties and responsibilities within the overall function, commensurate with the grading and level of responsibilities of the post.

**PERSON SPECIFICATION**

	<b>Essential or Desirable</b>
<b>Experience:</b>	
Working with children/young people	Essential
Working in a team	Essential
Working in a secondary school	Desirable
Working in a catering/ food production environment	Desirable
Managing stock levels	Desirable
Ordering stock and equipment	Desirable
<b>Qualifications:</b>	
Good standard of education at GCSE or equivalent	Essential
Level 2 Food Safety in Catering*	Desirable

Level 2 Teaching Assistant qualification or equivalent	Desirable
Evidence of continuing professional development	Desirable
5 GCSEs grade C+ including English and Mathematics	Desirable
<b>Knowledge:</b>	
Understanding of the importance of safeguarding children and of safer working practice	Essential
Food production techniques	Essential
Health and Safety issues in a catering environment	Essential
Food safety principles	Essential
Food Technology curriculum	Desirable
<b>Skills:</b>	
Ability to maintain appropriate interactions with teachers in the classroom	Essential
Ability to recognise the need for and maintain a high degree of confidentiality	Essential
Ability to relate to teachers, other professionals, parents and students	Essential
Ability to work as part of a team and on own initiative	Essential
Ability to work calmly and professionally under pressure	Essential
Attention to detail	Essential
Ability to organise and prioritise work effectively and to deadlines	Essential
Good communication skills	Essential
ICT (use of Excel, Word, internet) and clerical skills	Desirable
<b>Attitudes and Values:</b>	
Commitment to school improvement and raising achievement for all students	Essential
Ability to form and maintain appropriate relationships and personal boundaries with young people	Essential
Takes responsibility and understands accountability	Essential
Committed to the needs of the students, parents and other stakeholders	Essential
Demonstrates a “can do” attitude including suggesting solutions, participating, trusting and encouraging others and achieving expectations	Essential

Adaptable to change	Essential
Ability to relate to and promote the school ethos	Essential
<b>Other:</b>	
Willing to self-improve / attend training <i>*It will be necessary for the post-holder to obtain this qualification once employed if not already held. A refresher course will be held every three years.</i>	Essential

*The post-holder must be prepared to carry out additional duties which may reasonably be required by the Headteacher. The duties of this post may vary from time to time, as required by the Headteacher, without changing the general character of the role or the level of responsibility.*

Evidence will be drawn from some or all of:

- Letter in support of application
- Application form
- Response to questions during interview
- Test or task
- References

Signature (Member of Staff): \_\_\_\_\_ Date: \_\_\_\_\_

Signature (Headteacher): \_\_\_\_\_ Date: \_\_\_\_\_