

# Learn. Dream. Achieve.

*We are a vibrant learning community with a culture that promotes academic excellence, equality and high expectations for all.*

## JOB DESCRIPTION

**Post Title:** Technician (Food and Nutrition)  
**Salary:** Grade C  
**Responsible to:** Director of Business & Finance /  
Director of Food Technology/Textiles/H & SC  
**Hours:** 30 hours per week, Term Time + 1 day.

**Overall Job Purpose:** This post has been created to provide support to the Food Technology Department. The successful candidate will have excellent organisational skills, experience in maintaining high standards of hygiene and a flexible approach to tasks.

### 1. Main Duties

- Preparation of materials for practical lessons in Food Technology before and during lessons
- Making class sets of cakes, pastries for investigations
- Shopping for ingredients, as required/ordering online and creating orders
- Organisation of washing and drying dishcloths, aprons, tea towels
- Photocopying, laminating, printing
- Organisation and cleaning of cupboards/store rooms
- Collection and set up of equipment for food practical lessons
- Cleaning of cookers and microwave ovens
- Cleaning of refrigerators, freezers and small electrical equipment
- Checking of equipment in cupboards and trolleys for pupil use
- Weighing out of ingredients for practical demonstrations
- Assistance in practical lessons
- Stocking rooms with cleaning supplies, e.g. paper towels, dishcloths
- Ensuring the provision of cleaning materials in all rooms
- Disposal of foodstuffs, where appropriate
- To assist the Head of Department with stocktaking and stock control and provide clerical support
- Support the delivery of Health and Social curriculum, as necessary
- Assistance with displays in and around the department

### 2. Support for the School

- To promote the ethos of the school and promote the school within the community
- To actively promote the respect of customs, practices and reasonable ambitions of other people that may differ from one's own
- To comply with any Health and Safety legislation and to be accountable for ensuring all school health and safety policies and associated guidance are applied and to take responsibility for one's own health and safety

***The details contained in this job description reflect the content of the job at the date it was prepared. It should be remembered, however, that it is inevitable that over time the nature of the individual jobs will change, existing duties may no longer be required and other duties may be gained without changing the general nature of the duties or the level of responsibility entailed. Consequently, Sharples School will expect to revise the job description from time to time and will consult with the post holder at the appropriate time.***

Job description prepared/revised by: Ms A Webster

Date: May 2024

Signature: \_\_\_\_\_ Postholder Date: \_\_\_\_\_

# PERSON SPECIFICATION

Post title: Technician (Food and Nutrition)

MINIMUM ESSENTIAL REQUIREMENTS		METHOD OF ASSESSMENT
<b>1. QUALIFICATIONS/TRAINING</b>		
1.1	Educated to at least good GCSE standard (or equivalent), including English and mathematics and a subject related to the post.	Application/Certificates
1.2	Must hold Basic Food Hygiene Certificate Level 2 (or be working towards this).	
<b>2. SKILLS/KNOWLEDGE/EXPERIENCE</b>		
2.1	A high standard of literacy and communication skills, and an ability to communicate effectively with both colleagues and pupils.	Application/Interview /References
2.2	Previous experience in role/employment experience or skills e.g. cook, kitchen assistant.	
2.3	Ability to manage time effectively, to prioritise tasks and to maintain detailed records.	
2.4	Knowledge and/or understanding of the implications of Health & Safety regulations, with particular reference to COSHH.	
2.5	Ability to work independently or with senior members of staff, using initiative when necessary.	
2.6	A willingness to attend training courses.	
2.7	Ability and willingness to accompany pupils on visits, and drive the school mini bus.	
<b>3. WORK RELATED CIRCUMSTANCES</b>		
3.1	High expectations of all pupils; respect for their social, cultural, linguistic, religious and ethnic background and a commitment to raising their educational achievements.	Application/Interview /References
3.2	A commitment and interest in education and a willingness to play a full role in the life of Sharples School.	
3.3	Flexible with a willingness to adapt to the changing needs of the school.	
3.4	Smart in appearance, an excellent role model with a good attendance and punctuality record.	
3.5	Ability to build and maintain successful relationships with pupils, treat them consistently, with respect and consideration and demonstrate concern for their development as learners.	
3.6	Demonstrate and promote the positive values, attitudes and behaviour they expect from the pupils with whom they work.	
3.7	Ability to work collaboratively with colleagues and carry out role effectively, knowing when to seek help and advice.	
3.8	Able to liaise sensitively and effectively with parents and carers recognising their role in pupil learning.	
<b>4. ORGANISATIONAL COMPETENCIES</b>		
4.1	<b>Valuing Diversity</b> -To accept everyone has a right to their distinct identity. To treat everyone with dignity and respect and to ensure that what all our customers tell us is valued by reporting it back into the organisation. To be responsible for promoting and participating in the achievement of the school's diversity and inclusion policy.	Application/Interview

4.2	<b>Caring for Customers</b> - To provide quality support for teaching and learning. To give parents, families and the community the opportunity to comment or complain if they need to. To work with the school community and do what needs to be done to meet their needs. To inform your manager about what the school community says in relation to the school/setting.	Application/Interview
4.3	<b>Developing Yourself and Supporting Others</b> - To make every effort to access development opportunities and ensure you spend time with your manager identifying your development needs through your professional development plan. To be ready to share learning with others.	
4.4	<b>Health and Safety</b> - To operate safely within the workplace with regard to Health and Safety legislation.	
4.5	<b>Confidentiality</b> - An acknowledgement of the need to maintain confidentiality at all times and to become aware of the National, Council and school policies on Confidentiality, and the management and sharing of information.	
4.6	<b>Energy Efficiency</b> - To promote energy efficiency throughout the workplace and within own area of activity	
<b>DESIRABLE REQUIREMENTS</b>		<b>METHOD OF ASSESSMENT</b>
<b>5. QUALIFICATIONS/TRAINING/SKILLS</b>		
5.1	Evidence of further study, specific training in related specialism.	Application/Interview/ References / Certificates
5.2	Previous experience of working with young people or in a school.	
5.3	ICT skills.	