

**JOB TITLE:** Food Technician

**REPORTS TO:** Head of Department

**BAND:** Thurrock Grade B / Havering Band 3

## **JOB PURPOSE**

The role of the Technician is to support safe and secure teaching and learning using technical skills, knowledge and expertise and specific health and safety know-how.

## **KEY CORPORATE ACCOUNTABILITIES**

- To actively promote the Trust's Equal Opportunities Policy and Diversity Strategy and observe the standard of conduct which prevents discrimination taking place.
- To maintain awareness of and commitment to the Trust's Equal Opportunity Policies in relation to both employment and service delivery.
- To fully comply with the Health and Safety at Work Act 1974 etc, the Trust's Health and Safety Policy and all locally agreed safe methods of work.
- At the discretion of the Headteacher, such other activities as may from time to time be agreed consistent with the nature of the job described above.
- To work with colleagues to achieve service plan objectives and targets.
- To participate in Employee Development schemes and Performance Management and contribute to the identification of own team development needs.

## **PRINCIPAL ACCOUNTABILITIES**

### **Roles and Responsibilities**

1. To prepare, test, trial, organise and deploy:
  - Materials and resources
  - Tools, equipment, plant and apparatus
  - Experiments and demonstrations
  - To support teaching and learning
2. To work with students, and support in the classroom if required, individually or in small groups to support, help and/or supervise their work. To respond to queries and supply information and advice. (These responsibilities to be carried out under the supervision of the teacher).
3. To be responsible for the ordering of equipment for the Food Department; in accordance with the Academy's financial procedures.
4. To assist teachers, other technicians or other Academy staff with technical aspects (specified in paragraph 1. above) which support teaching and learning, including any additional Academy events.

5. To support teaching and learning in the classroom as and when is necessary and under the direction of the Department Leader.
6. To prepare relevant teaching and learning facilities and to ensure that such facilities are safe and secure for use by students and teachers.
7. To carry out an agreed programme of scheduled routine maintenance of equipment, systems and procedures and carry out ad hoc minor cleaning/repairs as needed and reporting issues to the line manager where relevant.
8. To carry out the regular audit and maintain an up-to-date inventory using the agreed recording procedures of the Academy.
9. To take appropriate action to identify, evaluate and minimise any risks to health, safety and security in the immediate working environment
10. To implement and develop common awareness of best practice health and safety procedures amongst pupils and staff in the facilities used for learning and teaching.
11. To administer first aid in the relevant department/faculty (after relevant training) and to administer a range of emergency procedures in the event of emergency, accident or other unforeseen circumstances
12. To clean up equipment, materials and resources and to make sure that teaching and learning facilities are clean and safe for use, which would include the use of the laundry facilities. To dispose of waste safely. This includes waste that requires safe handling procedures.  
Note: technicians do not substitute for Academy cleaners. However, non-specialist cleaners can be expected to safely clean up resources and equipment.
13. To implement agreed safety and security procedures covering:
  - Food and resources
  - Materials and resources
  - Plant and equipment
  - Kitchen equipment
  - Hygiene Certificates
  - Access to facilities
14. To be responsible for the storage and security of resources, tools, materials and consumables, their ordering and purchase in accordance with the financial procedures of the Academy and for ensuring that adequate supplies are maintained
15. To be responsible for receipt and delivery of resources, tools materials, equipment and consumables and for their safe movement around the facilities of



the Academy

16. To use and develop ICT skills to support the administrative requirements of the post

The duties and responsibilities in this job description are not restrictive and the post-holder may be required to undertake any other duties that may be required from time-to-time. Any such duties should not, however, substantially change the general character of the post.

***This organisation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.***

I confirm that I have read and understood, and that I accept, the above job description:

Signature : ..... Date: ..... Name in full .....

<b>General heading</b>	<b>Detail</b>	<b>Examples</b>
<b>Qualifications &amp; Experience</b>	Specific qualifications & experience	Successful experience working in specialist area in learning environment NVQ Level 2 or equivalent in specialist area
	Knowledge of relevant policies and procedures	Basic knowledge of First Aid and general outstanding of the school
	Literacy	Ability to read and write technical reports
	Numeracy	Good numeracy skills
	Technology	Excellent working knowledge of equipment and ICT packages relevant to specialist area
<b>Communication</b>	Written	Ability to write reports, letters etc
	Verbal	Ability to use clear language to communicate complex information unambiguously Ability to listen effectively
	Languages	Seek support to overcome communication barriers with children and adults Knowledge of specialist terminology etc.
	Negotiating	Ability to negotiate effectively with adults and children
<b>Working with children</b>	Behaviour Management	Ability to demonstrate effective implementation of the school's behaviour management policy
	SEN	Understand and support the differences in children and adults in relation to the role
	Curriculum	Good understanding of the school curriculum relevant to specific area
	Child Development	Good understanding of how the role contributes to child development
	Health & Well being	Understand and support the importance of physical and emotional wellbeing
<b>Working with others</b>	Working with partners	Ability to make a contribution to the work of the team supporting children
	Relationships	Ability to establish rapport and respectful and trusting relationships with children and other adults
	Team work	Ability to work effectively with a range of adults
	Information	Ability to provide timely and accurate information
<b>Responsibilities</b>	Organisational skills	Good organisational skills Ability to remain calm under pressure
	Line Management	N/A
	Time Management	Ability to plan and manage own time effectively
	Creativity	Demonstrate a highly creative approach to supporting learning
<b>General</b>	Equalities	Awareness of and promotion of equality
	Health & Safety	Good understanding of Health & Safety
	Child Protection	Understand and implement child protection procedures
	Confidentiality/Data Protection	Understand procedures and legislation relating to confidentiality
	CPD	Demonstrate a clear commitment to develop and learn in the role