

Relief School Technician – Food Technology

Job Description / Person Specification

SUMMARY OF MAIN JOB ROLE AND RESPONSIBILITIES

Reports to: Headteacher / Head of Creative Technologies

Grade: SC.3 Pt 5 -6 FTE Salary £19,312 - £19,698 Pro rata for term time only
Hourly rate £10.01 per hour

Hours: Relief - Term time only

Main duties and responsibilities:

General Duties

- The preparation of materials and equipment for Food Technology across all lessons.
- Maintain a safe and clean working environment at all times.
- General duties in support of the teachers in the department e.g. photocopying and displays.
- Sharing in the administrative duties of the school.
- The precise duties would be determined by the Head Teacher consistent with the main areas of responsibility set out above. Some examples of the kind of duties which may be required are set out below.
- Provision as first point of call for first aid in the classroom.

Food Technology

- Preparation of food ingredients and equipment prior to practical lessons.
- Carrying out risk assessments for practical activities.
- Preparing ingredients and setting up equipment for demonstrations as requested by teaching staff.
- Weekly ordering of ingredients and checking these orders when they arrive.
- Undertake stock checks and rotation to ensure that ingredients are stored correctly to ensure the health and safety of students and staff.
- To assist when required in practical lessons to support staff and students to help with maintaining health and safety.
- Repairing damages or arranging for this to be done with the site team.
- Carrying out weekly fridge and freezer temperature checks to maintain food safety.
- Routine maintenance of the food and preparation rooms, including the dishwasher, washing machine and tumble dryer.
- Cleaning the sinks and tops of ovens after practical lessons.

- Washing cloths and tea towels after every practical session.
- Washing aprons on a regular basis.
- Keeping equipment clean and checking it is stored in the correct location.
- Deep clean of ovens and fridges at the end of every term.
- Ordering of all equipment and resources needed for the food room.
- Supporting the classroom teacher to display examples of good work.
- To be willing to undertake training as necessary.

Person specification

	Essential	Desirable
Qualifications and training	<p>The successful candidate will have:</p> <ul style="list-style-type: none"> At least five A*-C GCSEs, including English and Mathematics. Level 2 Food Safety Certificate 	<ul style="list-style-type: none"> A relevant Health and Safety Qualification An Enhanced DBS An up-to-date first aid certificate.
Experience	<p>The successful candidate will have experience of:</p> <ul style="list-style-type: none"> Catering Food prep experience 	<ul style="list-style-type: none"> Experience of working in a school or educational setting.
Knowledge and skills	<p>The successful candidate will:</p> <ul style="list-style-type: none"> Be adept at problem-solving, including being able to identify and resolve issues in a timely manner. Possess strong interpersonal skills. Be able to communicate clearly, both written and orally. Be organised, accurate and thorough in their work. Be dependable, able to follow instructions and respond to management directions. Have good working ICT knowledge including Microsoft Office. Have a willingness to extend skills through appropriate training. Understand the importance of confidentiality and the Data Protection Act 2018 and GDPR. 	

<p>Personal qualities</p>	<p>The successful candidate will have:</p> <ul style="list-style-type: none"> • Excellent verbal and written communication skills. • Excellent time management and organisation skills. • High expectations of self and a desire to maintain professional standards. • The ability to work as both part of a team and independently. • The ability to maintain successful working relationships with colleagues. • High levels of drive, energy and integrity. • A commitment to equal opportunities • A commitment to supporting others. • An excellent understanding of confidentiality. • A warm, engaging and transparent personality. <p>The successful candidate will be:</p> <ul style="list-style-type: none"> • Committed to promoting high quality and consistent practices. • Dedicated to their professional development and achieving desired qualifications. • Able to plan and take control of situations. • Committed to contributing to the wider school and its community. • Capable of handling a demanding workload and successfully prioritising work. • Professionally assertive and clear thinking. • A good team player, with the ability to also work using their own initiative. • Willing to go the extra mile. • Able to quickly adapt to changes. 	<ul style="list-style-type: none"> • Flexibility – Particularly during DCS first years of operation
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