



Food and Textiles Technician

Job Description

Job Title: Food and Textiles Technician

Grade: D

Hours 37 hours per week, 39 weeks per year
Monday – Thursday, 8:00am – 4:00pm
Friday, 8:00am – 3:30pm

Directly Responsible To: Head of Departments

Principle Contacts: Staff and students

Job Purpose: To provide practical and administrative support within the Creative Faculty in Design and Food.

The role is split, supporting approximately 75% in Food and 25% in Textiles

Name	
Signed	
Date	

Main Duties & Responsibilities

- To prepare ingredients, materials and rooms for lessons and projects, including the stocking of classrooms with consumables for both Food & Textiles lessons
- To assist teachers and students during food technology lessons, with additional equipment and cleaning and packing away as required
- To follow Health & Safety in Food preparation & DT procedures when handling food and equipment
- To keep classrooms, stock cupboards, appliances, surfaces and equipment clean, tidy and in good order
- To be responsible for organising the maintenance and repair for any equipment
- Under the supervision of the Head of Department, maintain stock cupboards by raising orders, receiving equipment and materials and stock appropriately
- To be responsible for the annual inventory check for food technology departmental equipment
- To follow Health & Safety in Food preparation and DT procedures when handling food & equipment and to control and store safely all chemicals, flammables and specialised solutions, ensuring that current Health and Safety, COSHH and ESCC regulations are adhered to
- To complete the daily/weekly/termly cleaning schedule
- To be responsible for ordering and preparing the ingredients for pupil premium pupils
- To be responsible for the oversight of allergy awareness in the department in preparation for the lesson
- To prepare equipment as necessary for after school activities such as clubs, open evenings etc

Other duties may vary from time to time without changing the general character of the post or the level of responsibility entailed.

Qualifications and Experience

- A good standard of general education.
- Experience of working in fast paced environments and under own supervision would be desirable.

General

- To unequivocally support and promote the values and ethos of Severn Vale School.
 - Be aware of the responsibilities under Data Protection Legislation for the security, accuracy and significance of the personal data held in the schools' systems.
 - Have due regard for safeguarding and promoting the welfare of children and young people and to follow all associated child protection and safeguarding policies as adopted by the school.
 - Work in accordance with the Schools Health and Safety Policies and Procedures.
 - Establish rapport and respectful, trusting relationships with students, acting as a role model and setting high expectations.
 - Promote inclusion and acceptance of all students encouraging them to interact and to work co-operatively with others and to engage in activities led by yourself and/or the teacher.
 - Communicate effectively with other staff members and pupils, and with parents and carers.
 - Communicate your knowledge and understanding of pupils to other school staff and education, health and social care professionals, so that informed decision making can take place on intervention and provision
 - Contribute to meetings with parents and carers by providing feedback on pupil progress, attainment and barriers to learning.
 - Collaborate and work with colleagues and other relevant professionals within and beyond the school
 - Develop effective professional relationships with colleagues
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This job description sets out the main duties of the post at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.