**JOB DESCRIPTION**

**Food Technician**

**2 days per week (Monday & Tuesday) Term Time Only**

Boldon School, formerly a Specialist Sports College, is primarily an 11-16 Comprehensive with some Post 16 development and an excellent reputation.

You will be a key member of our Arts, Music and Technology Faculty providing general support to staff and students, to ensure the smooth operation of the Faculty, including the preparation and cleaning of materials and resources for the department and in giving practical support in the classroom to teachers and students.

**General**

This post supports the school in its continued drive towards providing excellent teaching, learning and outcomes for our students.

The school philosophy supports the principle of inclusive education providing a broad and balanced curriculum and effective learning opportunities for all students. The entitlement of all children to learn, to make progress and to experience success is central to our work. This entitlement involves individual learning needs being recognised and realised and thereby maximising potential. The role plays a major part in the realisation of our aim of academic excellence.

A thorough understanding of the priorities, aims and objectives of the school is absolutely necessary. At Boldon all staff have both a pastoral and academic role. The organisation and leadership required will include the skills necessary to communicate effectively as a team member.

It is essential that the school works consistently towards agreed goals within our School Improvement Plan in order to raise standards of achievement. This role will support the work of the Director of Learning and members of the year/house team.

**Statement of Purpose**

Our aim is to encourage all students to take advantage of the opportunities offered by the school to attain their full potential in all areas of school life – the academic, the social, the physical and the personal – so that they are ready both to play a productive part in a democratic society and to move forward to the next stage of education, training or career with confidence, as young people of responsibility and judgment.

**The Aims of the School**

1. To help each student to develop and realise his or her potential as fully as possible.
2. To help students form and maintain a positive self-image.
3. To allow as much scope as possible for the students’ own curiosity and enthusiasm to be the basis of learning.
4. To encourage an awareness and understanding of the society in which the students live.
5. To care for, and support, students as developing adolescents.
6. To encourage students to develop an interest in, and enjoyment of, leisure activities, and to be part of the community.
7. To prepare students for life after school.
8. To provide an environment with a positive atmosphere in which students can learn.
9. To prepare students for external examinations.

**Job Purpose**

**To translate the Statement of Purpose and Aims of the School into action.**

* Under the direction/instruction of senior staff: provide general support to staff and students, to ensure the smooth operation of the faculty area, including the preparation and cleaning of materials and resources for the department and in giving practical support in the classroom to teachers and students

# **Core Duties**

1. **You will provide support for the Faculty. You will:**

* Support learning by assisting students and teaching staff during all practical classes including demonstrations of skills, techniques and equipment.
* Ensure student work is available in a timely fashion using specialist equipment.
* Ensure the maintenance of a clean and orderly working environment. Clear away and clean / launder equipment and materials used for practical purposes.
* Prepare, operate and setup equipment and materials required for demonstrations and class practical work. (This will include the preparation of class sets of equipment, weighing ingredients, etc.)
* Ensure all materials and equipment are stored safely.
* Create displays in class/exhibitions/school
* Undertake stock control and inventory checks as appropriate including the upkeep of appropriate records and filing systems, using computerised systems where necessary.
* Assist the teacher with learning activities ensuring health and safety and good behaviour of pupils.
* General administration within the faculty including photocopying, printing, display, taking photographs of student work, etc.
* Monitor and arrange orderly and secure storage of supplies.
* Ensure the organisation, maintenance, ordering and collection of supplies of both food and equipment
* Maintenance of every day equipment, check for quality/safety.
* Report other damages.
* Operation of equipment in accordance with instructions.
* Repair, maintain and install equipment as appropriate.
* ICT skills: helping students with specific software packages
* Additional staff when students are on field trips
* Working with students in specialist areas when needed
* Setting up moderation of work
* Mounting work for standardisation

1. **You will provide support for the school. You will:**
   * Be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person.
   * Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop.
   * Contribute to the overall ethos/work/aims of the school.
   * Appreciate and support the role of other professionals.
   * Attend relevant meetings as required.
   * Participate in training and other learning activities and performance development as required.
   * Assist with the supervision of students out of lesson times e.g. clubs, extra-curricular activities as appropriate.
   * As part of a rota be available to administer basic first aid as necessary (training will be given where necessary).
   * To undertake any other reasonable duties which might from time to time be requested by the Head teacher or any person delegated by them.

The above list is not exhaustive and other duties may be attached to the post from time to time.

All employees have a responsibility to undertake training and development as required. They also have a responsibility to assist, where appropriate and necessary, with the training and development of fellow employees.

All employees have a responsibility of care for their own and others’ health and safety.

**Note:**

This job profile will be subject of a review as part of the appraisal scheme on a regular basis and any part of it may be amended as a result of such a review or at any time after consultation with the post holder.



**Person Specification – Food Technician**

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|  |  | **Essential** | **Desirable** |
| **Qualification and Training** | Level 2 qualifications including literacy and numeracy | X |  |
| Evidence of further professional development |  | X |
| First-Aid Certificate |  | X |
| Food Hygiene training |  | X |
| **Professional Skills and Experience** | Specific Training in Food Technology practical area |  | X |
| Knowledge of safeguarding procedures | X |  |
| **Knowledge and Understanding** | Experience of using ICT | X |  |
| Experience of Budget/Stock management |  | X |
| Experience in a Food practical environment |  | X |
| Experience of working with a wide range of young people | X |  |
|  | Experience or working in an educational environment with children / young people of a relevant age | X |  |
| **Abilities** | Effective use of ICT and other specialist equipment/resources | X |  |
| Working knowledge of relevant policies/codes of practice and awareness of relevant legislation | X |  |
| Ability to relate well to children and adults | X |  |
| First-aid knowledge or willingness to undertake training |  | X |
| **Attributes** | To be able to work calmly under pressure | X |  |
| To be an effective team member | X |  |
| To be flexible and able to manage time effectively | X |  |
| To work independently and collaboratively | X |  |
| Committed to the principals of equality and diversity | X |  |
| The post holder will require an enhanced DBS | X |  |