



Job Description and Person Specification

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.	
Job Title:	Design Technology Technician - Food.
Summary of the role:	To support the teaching, preparation and hygiene requirements of food and nutrition lessons in KS3 and in Leith's Cookery lessons in KS4 and 5. The successful applicant will be well organised, adaptable and have the flexibility to accommodate our weekly timetable requirements. A willingness to work positively with young people is essential. There will be general faculty duties from time to time and the flexibility to support the other technicians in the faculty as necessary in a team capacity is expected.
Line management responsibility for:	None
Main duties and responsibilities:	• Promoting and safeguarding the welfare of children and young persons for who you are responsible and with whom you come into contact. • Preparing ingredients and maintaining stock levels of food items. • Setting up and checking equipment and utensils for use in practical classes. • Assisting students during practical sessions under the guidance of the Food teacher. • Clearing away apparatus etc. Maintaining an organised storage arrangement for cooking equipment. • Keeping the food room and preparation rooms in a tidy, orderly and safe working condition. • Assisting with the cleaning, washing and packing away of practical classes. • Assisting with ordering ingredients for lessons. • Keeping accurate records of ingredient costs for student billing. • Routine hygiene requirements of departmental equipment – fridges/freezers etc.



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	Participating in the maintenance of satisfactory standards of safety and security in relation to the technician service to– the relevant Health and Safety legislation such as COSHH.
Line management duties and responsibilities	None

You may also be required to undertake such other comparable duties as the Headmaster or your line manager requires from time to time.

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	Essential	Desirable	Method of assessment
	These are qualities without which the Applicant could not be appointed	These are extra qualities which can be used to choose between applicants who meet all of the essential criteria	
Qualifications	N/A	Food or Hygiene qualifications relevant to the post.	Production of the Applicant's certificates



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Experience	• Basic knowledge of domestic or catering environments.	• Experience of working in a food or catering facility. • Experience of working as a Technology Technician	• Contents of the application form • Interview • Professional references
Skills	• Ability to listen, learn and adapt; • Flexibility to carry out a range of duties from domestic to student support. • Ability to apply safe working practices. • Ability to work collaboratively and independently. • Ability to develop new ideas as appropriate. • Flexibility to work within the wider Faculty	• IT Literate. Knowledge of word processing etc.	• Contents of the application form • Interview • Professional references



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Knowledge	N/A	Working knowledge of technical support at school level.	- Contents of the application form - Interview - Professional references
Personal competencies and qualities	- motivation to work with children and young people. - ability to form and maintain appropriate relationships and personal boundaries with children and young people. - supportive of the Quaker ethos and principles.		- Contents of the application form - Interview - Professional references