

JOB DESCRIPTION

Job Title:	Design Technology Food Technician
Contract:	Permanent
Disclosure Level:	Disclosure Barring Service – Enhanced Certificate
Responsible to:	Head of Department
Liaison with:	Teaching and support staff, Students, External Stakeholders

Job Purpose:

To provide technical assistance and support to facilitate excellent teaching and learning within the department. The Technician will prepare, provide, and maintain the necessary resources required to enable safe and engaging practical activities to be undertaken by staff and students.

Key Responsibilities

- Work as part of the team of technicians in providing a high-level technical support service within the Design Technology department
- Assist in lessons as required during practical sessions
- Carry out practical demonstrations in the classroom as required
- Maintain stock levels, ordering equipment /consumable goods or notifying line manager as appropriate
- Maintenance of stock records and indexing of goods and materials
- To assist with the operation, maintenance and development of administrative procedures relating to technical duties
- To ensure the provision of general support where appropriate to the staff of the school
- Issue and receive equipment maintaining booking system, checking goods both in and out
- Minor repairs, maintenance and modifications to equipment, making arrangements for major repairs to be carried out as necessary
- Ensure a preventative maintenance programme is adhered to so helping to maintain safe working practices and conditions
- Prepare materials and equipment to support various activities, within the Design Technology and Food department
- Set up equipment in rooms for demonstration purposes as required
- Adapt to the changing demands of the curriculum
- Prepare standard materials and equipment and other learning resources and advise on their operation and technique
- Print, photocopy, and prepare classroom resources (e.g., worksheets, booklets, and display materials) in line with lesson requirements and teacher requests
- To undertake recognised training as necessary in accordance with a planned programme of development
- To ensure a healthy and safe working environment and compliance with healthy and safe working practices

- Keep work places, store areas clean and tidy
- Assist with distribution of goods and equipment
- Ensure that equipment / apparatus is kept clean and in good condition
- Carry out daily Health and Safety checks across the department
- Maintain equipment daily to ensure safe use and repair and replace when necessary
- Carrying out a deep clean of the facilities during the school holidays

Conditions of Employment

The above responsibilities are in accordance with the requirements of the Education Act 2002 and statutory Orders in terms of duties and working time (including those special provisions relating to the proportion of teaching time within working time for guaranteed time specifically for assessment, planning and preparation).

Safeguarding and Data Protection

- Work within the requirements of Data Protection legislation at all times.
- Understand your responsibilities in relation to Safeguarding and child protection and how to highlight any issue or raise any concerns.
- Remain vigilant to ensure all students are protected from potential harm by following safeguarding and child protection policies and protocols.
- Embed a safeguarding culture within the team, ensuring they follow safeguarding procedures.

Additional conditions

- Create and maintain positive and supportive relationships with staff, parents, business, community, and all stakeholders.
- The post-holder will be expected to undertake any appropriate training provided by ATLTP to assist them in carrying out any of the above duties.
- The post-holder will be required to promote, monitor, and maintain health, safety, and security in the workplace. To include ensuring that the requirements of the Health & Safety at Work Act, COSHH, and all other mandatory regulations are adhered to.
- To undertake appropriate professional development including adhering to the principle of performance management.
- To promote the vision and aims of the Trust.
- To set an example of personal integrity and professionalism as outlined in the Staff Code of Conduct.
- To attend meetings, training days and CPD sessions.
- To be an effective team player and support the functions of the ATLTP.
- Observance of Equal Opportunities, Confidentiality, Health and Safety Policies and Internet Code of Practice.
- Observance of complete confidentiality on all school information is required and any failure so to do may be regarded as gross misconduct in terms of the Disciplinary Policy.
- To take responsibility for becoming familiar with academy policies and abide by them.

An Enhanced Disclosure with the Disclosure and Barring Service (DBS) will be undertaken before an appointment can be confirmed. The successful candidate will be required to disclose all convictions and cautions, including those that are spent; the exception being certain, minor cautions and convictions which are 'protected' for the purposes of the 'Exceptions' order.

<https://www.gov.uk/government/collections/dbs-filtering-guidance>

This job description only contains the main accountabilities relating to the posts and does not describe in detail all of the duties required to carry them out.

Person Specification: Design Technology Food Technician

Method of Assessment: AF – Application form I – Interview T- Test

CRITERIA	Essential	Desirable	M.O.A.
EDUCATION & QUALIFICATIONS	<ul style="list-style-type: none"> Good literacy and numeracy competency (including GCSE Maths and English at grade 4 or above), or equivalent qualifications. 	<ul style="list-style-type: none"> Educated to A Level standard in Food and/or equivalent experience. 	AF/Certs
EXPERIENCE	<ul style="list-style-type: none"> Practical experience of understanding and following processes and procedures. Experience of using, cleaning, maintaining, and ensuring the safety of specialist equipment. Experience of instructing others to use specific equipment. Ability to work with equipment and systems needed to undertake the role to a high standard 	<ul style="list-style-type: none"> Experience of providing technician support within an education-based environment. Experience of preparing risk assessments. Experience of stock control and ordering stock. 	AF/I/T
KNOWLEDGE	<ul style="list-style-type: none"> Knowledge of safe working practices in relation to the handling and usage of hazardous equipment and tools which may include knowledge of COSHH regulations and/or CLEAPPS guidance. 		AF/I
SKILLS AND ABILITIES	<ul style="list-style-type: none"> Confident use of IT systems relevant to the post. Good standard of written and verbal communication skills. Good general administration skills. Good problem-solving skills. Excellent accuracy and attention to detail. 		AF/I/T

	<ul style="list-style-type: none"> • Excellent time management and prioritisation skills in order to manage a varied and busy workload to meet deadlines. 		
OTHER REQUIREMENTS	<ul style="list-style-type: none"> • Committed to and able to promote the aims of the school and the values of the school and the Trust • Willingness to share expertise, skills, and knowledge 		AF/I
CONTRA INDICATION	<ul style="list-style-type: none"> • Positive Disclosure relating to young people or vulnerable adults 		AF/I