



Job Description

Job title	Food Technician
Responsible to	Teachers of Food Technology, Lead Teacher of Technology and SLT subject Lead
Hours of work	32.5 hours per week, term time only
Type of Contract	Permanent
Salary	Grade D, Point 5 – 6 pro-rata
Base	Chesterfield High School

Job Purpose

To support the Food Technology Department in delivering high-quality teaching and learning by providing practical and technical assistance to staff and pupils under the direction of the Curriculum Leader.

Role and responsibilities

1. Main duties and responsibilities

Main Duties

- Work closely with Design and Technology staff to maintain safe, organised and effective teaching and learning environments that support curriculum delivery and comply with health and safety requirements.
- Coordinate, prepare and manage the resources, equipment and materials required for Food Technology lessons.
- Provide technical support, guidance and practical assistance to staff and pupils, ensuring the effective delivery of practical activities and curriculum requirements.
- Promote a safe, engaging and inclusive learning environment that supports pupils in developing practical food preparation and cooking skills.
- Prepare, set up and clear away ingredients, materials and equipment for practical lessons, examinations and assessments.
- Support practical demonstrations and assist pupils individually or in small groups as required.
- Assist teaching staff in identifying and meeting the technical support needs arising from curriculum delivery and development.
- Provide practical support to teachers and pupils during lessons.
- Order ingredients, prepare recipes and support the organisation of Food Technology lessons to facilitate effective teaching and learning.



Equipment and Resource Management

- Carry out routine cleaning, maintenance and basic repairs of departmental equipment and resources.
- Report and arrange repairs for more complex faults and maintain appropriate records.
- Ensure stores are secure and equipment is safely stored when not in use.
- Maintain appropriate stock levels of ingredients, consumables and equipment through regular stock checks and ordering procedures.
- Assist with local purchases, check deliveries and liaise with the Finance Department where appropriate.

Health and Safety Regulations

- Establish and maintain high standards of hygiene and safety within the department.
- Liaise with the school's Health and Safety Coordinator and relevant external agencies regarding Food Technology health and safety matters.
- Operate systems for the safe storage, maintenance and use of materials, tools and equipment.
- Ensure the safe disposal of waste materials in accordance with departmental procedures.
- Maintain preparation rooms and storage areas in a safe, organised and compliant manner.
- Issue and maintain equipment and resources appropriately.
- Advise and support staff on safe working practices and the safe use of equipment.
- Administer first aid for minor injuries, where appropriately trained, and maintain first aid supplies within curriculum areas.
- Ensure all equipment and appliances are switched off at the end of each day to minimise fire risks.

Curriculum Support

- Support the development of practical and technical facilities within the Design and Technology Department to meet teaching and learning needs.
- Assist with the planning and organisation of new facilities, including advising on specialist equipment, furniture, fittings and services.
- Identify equipment and resource requirements in consultation with teaching staff.
- Assist in the selection and procurement of new equipment, ensuring value for money and suitability for curriculum needs.
- Maintain an awareness of developments in Food Technology and education to support curriculum delivery.
- Advise staff on the technical implications of curriculum developments and identify associated support requirements.

Other duties

- Provide support to other curriculum areas and whole-school activities as required.
- Undertake lunchtime supervision and support for pupils when required.
- Participate in weekly Continuing Professional Development (CPD) activities to support departmental and whole-school priorities.
- Undertake any other duties commensurate with the grade and responsibilities of the post, as reasonably directed by the Curriculum Leader or Senior Leadership Team.



Safeguarding

To be aware of and work in accordance with the Trust's child protection policies and procedures in order to safeguard and promote the welfare of children and young people and to raise any concerns relating to such procedures which may be noted during the course of duty.

In common with all staff and pupils of the Trust, the post holder should be aware of the Trust's policies and implement them as appropriate.

Mersey View Learning Trust is committed to safeguarding and promoting the welfare of its pupils and expects all those working at our schools to share this commitment.

The Trust is required under law and guidance to check the criminal background of all employees. Decisions to appoint will be subject to consideration of an enhanced disclosure, including a Barred List check from the Disclosure and Barring Service. Because of the nature of the work for which you are applying, this post is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 and 2020).

The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance on whether a conviction or caution should be disclosed can be found on the Ministry of Justice website which can be accessed here:

<https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974>

Health and Safety

The post holder is required to exercise their duty of care by taking responsibility for their own health and safety, and the health and safety of other people who may be affected by their acts or omissions (failure to act). Full guidance regarding health and safety is set out in the Trust's Health and Safety Policy and in any risk assessments relevant to the jobholder's role or circumstances.

Confidentiality and Data Protection

The post holder is expected to comply with the provisions of the Data Protection Act 2018. Any information that they have access to, or are responsible for, must be managed appropriately and any requirements for confidentiality and security observed. Information must not be disclosed to any person or Authority, for example a parent or the Police, without observing the correct procedure for disclosure as set out in the Trust's Data Protection Policy. Nothing shall prevent you from disclosing information which you are entitled to disclose under the Public Interest Disclosure Act 1998 (as amended), provided the disclosure is made in accordance with the provisions of the Act. The Trust's Whistleblowing Policy is available on the shared drive.

Equality and Diversity



Mersey View Learning Trust is committed to equality and values diversity. As such, the Trust is committed to fulfilling its Equality Duty obligations and expects all staff and volunteers to share this commitment. The duty requires the Trust to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age, gender, race and faith, and people who do not share them. The post holder is required to treat all people they come into contact with, with dignity and respect and is entitled to expect this in return.

Training and Development

Mersey View Learning Trust has a shared responsibility with the post holder for identifying and satisfying training and development needs. The post holder is expected to actively contribute to their own continuous professional development and to attend and participate in any training or development activities required to assist them in undertaking their role and meeting safeguarding and general obligations.

Mobility

The post holder may be required to transfer to any job appropriate to their grade at such a place as in the service of the Trust may be required, in accordance with legitimate operational requirements and / or facilitating the avoidance of staffing reductions

The post holder is also required to

- Undertake a systematic study of practice with a consequent programme of self and professional development to ensure that the necessary skill, knowledge and understanding are kept up to date.
- Be aware of and comply with all school policies. It is important that all staff keep up to date with current policies and any concerns are reported to the relevant named persons without delay.
- To promote equality, diversity and inclusion and demonstrate this within the role.
- To play a full part in the life of the school community, to support its distinctive mission, aims and the ethos.
- To set an example of positive personal integrity and professionalism with appropriate communications and relationships at all levels.
- To undertake such other duties which may be regarded as within the nature of the duties and responsibilities for the grade of the post as defined and subject to any reasonable adjustments under the Equality Act 2010. Any changes of a permanent nature will be incorporated into the job description.

Endorsement

This job description reflects the major tasks to be carried out by the job holder and identifies the level of responsibility at which the jobholder will be required to work, as at the date on which the last review took place.

This job description may be subject to review and / or amendment at any time to reflect the requirements of the job. Any amendments will be made in consultation with any existing jobholder



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and will be commensurate with the salary grade for the job. The jobholder is expected to comply with any reasonable management requests.

Declaration	
I accept this job description.	
Print Name:	
Signature:	
Date:	



Person Specification

Food Technician

	Essential/ desirable
Qualifications and Training	
- Good standard of education, including GCSE Grade C/4 or above (or equivalent) in English and Mathematics. - Level 2 Food Safety and Hygiene Certificate (or equivalent). - Relevant qualification in Food Technology, Catering or Hospitality.	E D D
Knowledge, Skills and Understanding	
- Knowledge of food hygiene, health and safety, and safe working practices. - Ability to prepare, organise and maintain equipment, ingredients and resources. - Good organisational, communication and IT skills. - Ability to work effectively both independently and as part of a team - Knowledge of food allergens and dietary requirements. - Understanding of the Food Technology curriculum.	E E E E D D
Experience	
- Knowledge of food hygiene, health and safety, and safe working practices. - Ability to prepare, organise and maintain equipment, ingredients and resources. - Good organisational, communication and IT skills. - Ability to work effectively both independently and as part of a team. - Knowledge of food allergens and dietary requirements. - Understanding of the Food Technology curriculum.	E E E E D D
Personal and Professional qualities – must be able to demonstrate the following:	
- Reliable, organised, proactive and conscientious. - Positive and professional approach to work. - Willingness to share knowledge and contribute to effective team working. - Flexible and adaptable approach to supporting departmental and school needs. - Commitment to safeguarding and promoting the welfare of children and young people. - Commitment to ongoing professional development.	E E E E E E

The above qualities will be assessed through a comprehensive recruitment process, which involves application analysis, scrutiny of reference and interview.



The post holder will be required to complete an enhanced Disclosure Barring Service (DBS) Check with appropriate barred list checks, or the equivalent and must be eligible to work in the UK.