

THE BUCKINGHAM SCHOOL A SPECIALIST SPORTS COLLEGE



FOOD & TEXTILES TECHNICIAN

JOB DESCRIPTION

Responsible to: Curriculum Leader Technology

Purpose of the Job

Under the overall direction of the Curriculum Lead, and in accordance with the practices and procedures of the school, assist staff in providing safe areas for students and teaching staff. The Design and Technology (D&T) Food Technician will provide

Main Duties and Responsibilities

- Support learning by assisting students and teaching staff during all practical Food preparation lessons, including demonstration of skills, techniques and equipment.
- To maintain and monitor stock levels of consumables and equipment
- To assist Curriculum Lead in the ordering of materials and equipment.
- Ensure the maintenance of a clean and orderly working environment.
- Clear away and clean, replenish equipment and materials for practical lessons
- Prepare, set up and organise materials/ingredients for practical food lessons and demonstrations.
- To assist other staff with practical lessons in the other threads of the Technology Department when needed.
- To maintain ovens and food preparation equipment in accordance with health and safety requirements
- Carry out daily/ weekly health and safety checks of Kitchen equipment and ovens.
- To contribute to safe working practice in preparation/ storage/ teaching areas
- Assist Curriculum lead with relevant safety checks including risk assessments and COSHH
- To ensure that technology rooms and equipment are kept clean, tidy and safe.
- Maintenance and assistance in creating of class displays.
- General administration duties within the department, including filing of stock invoices, photocopying etc
- ICT skills.

General role:

- Contribute effectively to lesson planning, preparation of resources, organisation of pupils' work.
- Other tasks necessary to maintain a good learning environment.
- To undertake break / lunch duties as required.
- Liaise appropriately with other agencies and professionals as required.
- To support own professional development by: undertaking training as appropriate;
- To undertake any further duties reasonably requested by the Headteacher or Line Manager

Person Specification (All essential, unless specified)

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| Qualifications | <input type="checkbox"/> Experience in relevant discipline or related qualification <input type="checkbox"/> Knowledge of CLEAPS guidelines desirable |
| Knowledge & Experience | <input type="checkbox"/> Experience of working in a school of with young people <input type="checkbox"/> Experience of working with some Textiles. <input type="checkbox"/> Have knowledge of health and safety regulations and procedures <input type="checkbox"/> Knowledge and experience of ICT. |
| Skills | <input type="checkbox"/> Excellent numeracy and literacy skills <input type="checkbox"/> Ability to prioritise effectively <input type="checkbox"/> Effective communication skills, to be able to develop constructive relationships with young people and staff <input type="checkbox"/> Work constructively as part of a team, understanding school roles and responsibilities <input type="checkbox"/> Excellent organisation and personal management skills |
| Personal Attributes | <input type="checkbox"/> Trustworthy <input type="checkbox"/> Able to work in a team <input type="checkbox"/> Friendly <input type="checkbox"/> Approachable |

The duties of this post may vary from time to time without changing their general character or level of responsibility entailed.

Signed: _____ Dated: _____

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