



Job Description

Food and Textiles Technician
Line manager :Head of food
Grade 3 (SCP 2-4)
15 hours a week
38.4 Weeks

Core Purpose

To provide practical support to teachers and students of Food Preparation and Nutrition, in order that the curriculum can be delivered efficiently and effectively to students.

Key Responsibilities

- Prepare a wide range of materials, ingredients and equipment/tools for use by teachers and students in the classroom/workshops – including shopping for food, laundering tea towels, dishcloths, aprons, organising and distributing resources etc.
- Clean and undertake basic maintenance routines on equipment and tools used in the classrooms/workshops; such as store rooms, cookers, microwaves, sinks, tiles, table tops and small electrical equipment, fridges, freezers, etc. Arrange repairs of equipment as necessary.
- Provide support to teachers and students during lessons as needed; respond to specific requests from students for extra equipment/ ingredients; and guide/instruct students who experience difficulties in understanding during the lessons.
- Responsible for setting up for demonstration and practical lessons.
- Responsible for ensuring “department letters” and “safety rules” completed and filed. Photocopying and storage of teaching resources.
- Undertake stocktaking, stock rotation, replenishment ordering and storage of materials, under the direction of teachers.
- Mount/display students’ work for GCSE exhibitions in classrooms and around school. Maintain classroom display boards.
- Support with the creation of resources under the direction of the Head of subject.
- Liaise with School Health Professional to create and maintain an updated list of students with allergies and intolerances and ensure teachers are aware of students’ needs.
- Organise, prepare and distribute ingredients for PP students as required.
- Create and maintain accurate financial records of expenditure in the department, including costs of ingredients, costings for recipes, funding for PP students etc.
- Keep up to date with HCCS policies and procedures and undertake relevant training e.g. food safety.
- To ensure the safeguarding of our students is at the core of all aspects of the role. Attend annual safeguarding training and keep up to date with any additional new guidance or training brought to your attention by the Designated Safeguarding Lead

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not have been identified. Job holders will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Notwithstanding the detail in this job description, in accordance with the school's Flexibility Policy the job holder will undertake such work as may be determined by the Head teacher/Governing Body from time to time, up to or at a level consistent with the Principal Responsibilities of the job.



- Prepare for and attend regular performance management sessions to monitor progress against agreed objectives.

General

- To be a qualified First Aider and be part of the whole school First Aid rota, supporting the Healthcare Officer.
- Contribute as a member of the Information, Data Team to regular shared discussions and decision making to facilitate collective responsibility ensuring the effective management and delivery of the school's information, data and communication needs.
- Keep up to date with HCCS policies and procedures and undertake relevant training.
- Prepare for and attend regular performance management sessions to monitor progress against agreed objectives.
- Uphold the aims and objectives of HCCS and ensure these are reflected in your work.
- Fulfil your responsibilities outlined under the HCCS Health and Safety Policy and share responsibility for your own safety and that of students and colleagues.
- To ensure the safeguarding of our students is at the core of all aspects of the role. Attend annual safeguarding training and keep up to date with any additional new guidance or training brought to your attention by the Designated Safeguarding Lead.

Personal Attributes and Skills:

- Excellent communication skills
- Able to work effectively under pressure and an ability to prioritise workload
- Be an effective team member and ability to share ideas
- Self-motivated with an attention to accuracy and detail
- Proactive and problem solver
- Calm and confident
- Honest and trustworthy
- Discreet and confidential
- Work with energy, commitment and good humour
- Strong understanding of IT software programmes.

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