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| **POST TITLE:** | Food and Design Technology Technician |
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| **TERMS & TENURE:** | Permanent. 30 hours per week, 8.30am – 3.30pm Monday – Friday (includes a 1-hour unpaid lunch break). Term-time only plus 8 Training Days.Scale 3, SCP 5 – 6. £24,790 - £25,183 per annum FTE. £17,265 - £17,539 pro-rated. |
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| **LINE MANAGER:** | Head of Design and Technology |
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| **STAFF SUPERVISED:** | N/A |

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| **OBJECTIVES OF THE POST**To offer practical assistance and support to teaching staff within Food and Design Technology Faculty by preparing materials and classroom resources, maintaining and organising work areas. |

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| **MAIN DUTIES****ACCOUNTABLE FOR*** Preparing all equipment, materials, tools and ingredients for practical lessons within Food and Design Technology including dividing or weighing out, constructing, setting up and dismantling equipment as required.
* Clearing down after practical lessons in both Food and DT.
* Supporting teaching staff by providing classroom support during practical lessons and contributing to demonstrations as required.
* Support with practical lessons and lead on small group interventions when required.
* Being prepared to support key students such as SEND learners or those identified as high risk within the classroom.
* Assisting students both at the start and end of the school day in ensuring food is stored correctly.

**HEALTH AND SAFETY*** Assisting the school Health and Safety Lead with the H&S requirements of the department. This will include but not limited to; daily, weekly, monthly checks of equipment and materials, COSHH sheets for relevant materials, regular reviews of department Risk Assessments making the necessary updates where appropriate and completing all H&S CPD provided by the academy.
* Contributing to the keeping of the classrooms and equipment in a clean, safe and hygienic and tidy condition at all times.
* Ordering, storage, and control of stock (equipment, materials, tools and ingredients) in accordance with health and safety guidance and HUET policies.
* Advising and supporting teaching staff in the safe and proper use of equipment and contribute to demonstrations as required.
* Carrying out minor repairs to equipment and arrange for more complex repairs to be carried out by suppliers/external organisations.
* To provide First Aid where necessary (training to be provided if not a First Aider).
* Ensuring that the following duties in the Food and Design Technology area are carried out in relation to Health and Safety issues:
* Completing check in/out of all equipment and ensuring records are kept up to date.
* Daily checking and recording of refrigeration and freezer temperature.
* Checking and cleaning of cookers, fridges/freezers, worktops, and sinks (no patent over cleaner to be used).
* Daily checking and washing of tea towels, dishcloths, and aprons.
* Regular checks on all cleaning materials (kept in a metal cabinet away from the food room) and ensure appropriate stock levels are maintained.
* Regular checking of food storage cupboard and disposing of items that are ‘out of date.
* Assisting in the general safety and hygiene in the food room during practical lessons.
* Completing regular stock checks and updating audits
* Maintain a student audit of allergies/risk assessments and ensure measures are in place to support these students.
* Ensuring that all portable equipment is put away securely at the end of the day, and that other static equipment especially any washing machines, water heaters, cooker switches and gas mains are switched off when not in use.
* To liaise with facilities staff and to record any electronic or deep cleaning requests/problems.
* To arrange for annual servicing and repairs to equipment, as required.

**RESOURCES*** Ensuring a high standard of display and promotional materials to enhance the appearance of the classrooms and to provide an attractive environment conducive to learning. Assist with the display of examination work for the Art Department.
* Carrying out minor repairs to damaged textbooks or worksheets.
* To receive and check deliveries of supplies to ensure accuracy from suppliers.

**ADMINISTRATION*** To develop and maintain effective systems for the Food and Design Technology team.
* Support teaching staff with administrative duties such as photocopying or laminating.
* To work in collaboration with teaching staff to disseminate work set for classes due to teacher absence.
* Support administrative team where required.

**WIDER SUPPORT*** Promote and safeguard the welfare of children and young person’s we are responsible for or come into contact with.
* Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality, and data protection, reporting all concerns to an appropriate person.
* Be aware of, support and ensure equal opportunities for all.
* Contribute to the overall ethos/work/aims of the school.
* Appreciate and support the role of other professionals.
* Attend and participate in relevant meetings as required
* Participate in training and other learning activities and performance development as required.
* Assist with pupil needs as appropriate during the school day.
* Be prepared to accompany trips and visits.
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| **REQUIREMENTS**See separate Person Specification. |

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| **OTHER**The duties outlined above are not intended as a restrictive list and may be extended or altered to include other tasks that are commensurate with the role.The post holder will be expected to work constructively as part of a team and to assist and take an active part in the delivery of the departmental needs as directed by the line manager. |

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| **DATA PROTECTION**During the course of employment, the holder of the role will have access to data and personal information that must be processed in accordance with the terms and conditions of the Data Protection Regulation and in accordance with the HUET Data Protection Policy. |

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| **COMMITMENTS**Commitment to the community ethos of the school, helping to promote appropriate behaviour and correct uniform wearing when dealing directly with pupils and to Equal Opportunities and Safeguarding. |

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| **HEALTH AND SAFETY**The post holder is required to make positive efforts to maintain their own personal safety and that of others by taking reasonable care, carrying out requirements of the law following recognised codes of practice. The post holder is also required to be aware of and comply with the HUET Health and Safety policy. |