

King Edward VI Northfield School for Girls



KING EDWARD VI
ACADEMY TRUST
BIRMINGHAM



**KING EDWARD VI
NORTHFIELD
SCHOOL FOR GIRLS**

Educational excellence for our City

Job Description – Food Technician

Grade: 2

Job Purpose

To work in our new Food Technology room with both of our subject specialist Food Science teachers - 17 hours per week.

Key Responsibilities

General

- Maintain a safe and clean working environment at all times.
- Provide support and assistance to the classroom teacher during practical lessons.
- Work on your own initiative as well as a member of a team.
- Plan and prioritise your work effectively.
- Assist in the organisation and presentation of the Food Technology Room.
- To attend and participate in relevant meetings as required.
- To undertake any other duties commensurate with the post as may be required by the Headteacher.

Maintaining Work Area

- To ensure that food technology rooms and equipment are kept clean and tidy and that food technology room safety regulations are met, including checking equipment for safety, cleaning and sterilizing equipment and advising students on safety aspects of particular practical work.
- Ensure that fridges, cookers and equipment are kept clean and that a deep clean is undertaken when required.
- Ensure that all equipment is accounted for, in the correct place and replaced where necessary.
- Ensure that all equipment is stored in a safe, hygienic and appropriate manner.
- Assist the classroom teacher in the logging in and out of certain items of equipment as required.
- To be responsible for maintaining departmental displays of work both in the technology area and around the school.

Resources

- To carry out weekly shopping duties online or in store and monitor supplies of stock and inform line manager when further supplies of resources or ingredients are required; check goods delivered against orders and storing appropriately; carry out stock taking and inventory checks.
- To assist with the preparation of ingredients, equipment and materials for lessons, displays and projects.
- To assist in setting up for practical lessons and demonstrations.

Other

- The post holder will be expected to carry out all duties in the context of and in compliance with all the school policies.
- To be willing to undertake training as necessary.
- To participate in personal and team reviews.
- To be familiar with Health & Safety regulations.
- Provide First Aid when necessary (after training)
- Be aware of and take part in the school's performance management framework and participate in training and development activities as required.
- In addition to the specific responsibilities of the post, as a member of the support team, the postholder will be expected to assist with other tasks of the support team as and when required.
- To support extra-curricular in a supportive capacity where required.
- Accompany staff and pupils on educational visits and out of school activities as required and take responsibility for a group under the direction of the teacher / organiser.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- To adhere to the ethos of the school:
- To promote the agreed vision and aims of the school.

Line management

Line managed by the Food Technology Subject Lead / Head of the Arts and Technology Faculty

Signed _____ Date _____

HEADTEACHER

Signed _____ Date _____

FOOD TECHNICIAN