

JOB DESCRIPTION

TITLE: Food Technician

SCHOOL: Cardinal Newman Catholic School

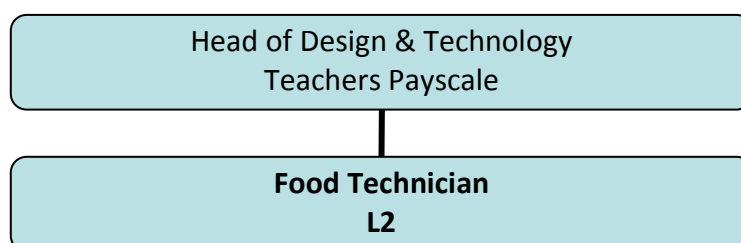
RESPONSIBLE TO: Head of Design and Technology

GRADE: L2

HOURS 30.25 hours per week, term time only

PURPOSE OF POST: To support the day to day running of the Art Department, and to organise displays around the school.

ORGANISATION CHART:



PRINCIPAL RESPONSIBILITIES:

1.	Prepare fabric components prior to lessons to include: <ul style="list-style-type: none">• Lay out of classrooms in advance of lessons meeting the needs and requirements of staff within Food Dept.• Be aware of all health and safety issues.• Ensure that all pupils follow correct health and safety procedures eg follow hygiene rules	30%
2.	In conjunction with the Head of department maintain the department administration in the following areas: <ul style="list-style-type: none">• Ordering, organising and recording materials and equipment in line with school policy• Will need to go shopping for fresh produce required for planned lessons• Photocopying and production of resources for lessons• Ensure that storage areas are well organised and stock levels maintained Assist with any admin work in the Department and to ensure that work is available for supply staff when teachers are absent.	30%
3.	Support and assist teachers and students in class in all aspects of Food lessons when required.	20%

4.	To be responsible for all the routine maintenance including: <ul style="list-style-type: none"> Record faults and arrange for any repairs to be carried out Ensure that equipment is readily available. Prepare and clear away all materials/tools.	10%
5.	Responsible for displaying and photographing students' work including exam preparation.	10%
	To undertake any other duties of a similar grading as required	5%

DIMENSIONS:

Supervisory Management:

Financial Resources: N/A

Physical Resources: Classroom materials, equipment and resources

Other:

CONTEXT:

All support staff are part of a whole school team. They are required to support the values and ethos of the school and school priorities as defined in the School Improvement Plan. This will mean focussing on the needs of colleagues, parents and pupils and being flexible in a busy pressurised environment.

It is the individual's responsibility for promoting and safeguarding the welfare of children and young people s/he is responsible for or comes into contact with.

Because of the nature of this job, it will be necessary for the appropriate level of criminal record disclosure to be undertaken. Therefore, it is essential in making your application you disclose whether you have any pending charges, convictions, bind-overs or cautions and, if so, for which offences. This post will be exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders 1974 (Exemptions) (Amendments) Order 1986. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are 'spent' under the provision of the Act, and, in the event of the employment being taken up, any failure to disclose such convictions will result in dismissal or disciplinary action by the Authority. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment.

Disclosures are handled in accordance with the DBS Code of Practice which can be accessed via www.disclosure.gov.uk

'The Trust is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.'

'CVs will not be accepted for any posts based in schools'.

Food Technician - Person Specification

This acts as selection criteria and gives an outline of the types of person and the characteristics required to do the job.

Essential (E) :- without which candidate would be rejected

Desirable (D):- useful for choosing between two good candidates.

Please make sure, when completing your application form, you give <u>clear examples</u> of how you meet the essential and desirable criteria.				
Attributes	Essential	How Measured	Desirable	How Measured
Experience			Experience of working in an educational setting Experience of food preparation	1,2 1,2
Skills/Abilities	Basic literacy and numeracy skills Have excellent verbal and written skills in order to communicate effectively. Ability to work without supervision and as part of a team Able to use initiative to prioritise and organise workload to meet conflicting deadlines. Able to keep accurate records and use these to inform judgements Able to work accurately	1,2,4,5 1,2 1,2 1,2,5 1,2 1,2	Ability to use Microsoft packages and the internet.	1,2
Competencies	Able to demonstrate: Appropriate motivation to work with young people Ability to form appropriate relationships with young people Emotional resilience in working with challenging behaviours Appropriate attitudes to use of authority and maintaining discipline.	1,2 1,2 1,2 1,2		
Equality Issues	Able to recognise and act upon common forms of discrimination	1,2		
Specialist Knowledge	Knowledge of Health & Safety	1,2	Basic Food Hygiene Certificate	1,2,4
Education and Training			First aid qualification	1,4

Other Requirements	Willingness to commit and participate in further training and development opportunities	1,2		
	Able to travel to local supermarkets for the purpose of sourcing ingredients	1,2		

(1 = Application Form 2 = Interview 3 = Test 4 = Proof of Qualification 5 = Practical Exercise)

We will consider any reasonable adjustments under the terms of the Equality Act 2010, to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.

The Job-holder will ensure that St Alban Catholic Academies Trust and school policies are reflected in all aspects of his/her work, in particular those relating to;

- (i) Equal Opportunities
- (ii) Health and Safety
- (iii) Data Protection Act (1984 & 1998).

In addition to candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children including:

- Motivation to work with children and young people;
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people;
- Emotional resilience in working with challenging behaviours; and, attitudes to use of authority and maintaining discipline.

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