

# JOB DESCRIPTION

<b>Post Title:</b>	<b>Design Technology Technician to include Food</b>
<b>Hours of Work:</b>	37 hours per week, 39 weeks per year
<b>Scale:</b>	Grade 3 £21,575 - £21,968
<b>Responsible To:</b>	Faculty Leader
<b>Responsible For:</b>	Providing a high level of technical support service within the Design Technology / Creative and Expressive Arts curriculum areas.

## **Specific Responsibilities**

- Organisation of equipment, recipes and ingredients for practical lessons
- Shopping for ingredients and ensuring teaching staff have the equipment and ingredients needed prior to their lessons
- Shopping for and setting up ingredients for pupil premium pupils
- Cleaning of surfaces, hobs and tables in each room between cooking practicals, putting equipment away if practical has over run
- Having a full knowledge of all food teachers' activities for the day to enable effective planning and set-up of cooking rooms
- Stock taking equipment and ingredients and re-ordering where necessary
- Keeping equipment organised and in good working order
- Performing fridge and freezer temperature checks
- Washing of tea towels and aprons where necessary
- Refilling of washing up bottles
- General support to the food teachers including administration
- Support Students during practical lessons

## **Other professional requirements**

- To support the overall ethos of the Academy
- To work flexibly as part of the support staff team to contribute to the smooth operation of the school
- To commit to safeguard and promote the welfare of children and young people
- To assist with duties relating to student safety and security, including break and lunchtime duties
- Attend meetings and training as required, for example, safeguarding training

- To develop your own skills and take part in continuous professional development
- To promote and support the implementation of the school's aims, policies and values

This is not a complete statement of all duties and responsibilities of this post. The post holder may be directed by the Headteacher to carry out any other duties that may be reasonably regarded as within the nature of the duties and responsibilities of the post.

## FIR VALE SCHOOL ACADEMY TRUST

### Person Specification for DT Technician (Food)

ESSENTIAL	DESIRABLE	HOW IDENTIFIED
<b>QUALIFICATIONS</b>		
<ul style="list-style-type: none"> <li>• Good level of literacy and numeracy</li> </ul>	<ul style="list-style-type: none"> <li>• GCSE (or equivalent) in Maths, English &amp; Science</li> <li>• Technical qualification in DT related discipline.</li> <li>• First Aid at Work Certificate.</li> </ul>	Application Form Supporting statement Interview
<b>SKILLS/KNOWLEDGE/EXPERIENCE</b>		
<ul style="list-style-type: none"> <li>• Ability to work in a team.</li> <li>• Practical aptitude.</li> <li>• Excellent interpersonal skills.</li> <li>• Ability to organise and manage resources.</li> <li>• Ability to work safely in accordance with department and school health and safety policy.</li> <li>• Maintenance skills relevant to equipment used within the DT curriculum.</li> <li>• Ability to set up equipment for DT practical lessons.</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to contribute across the breadth of the DT curriculum area.</li> <li>• Understanding of COSHH regulations.</li> <li>• Previous experience in a similar role</li> </ul>	Application Form Supporting statement Interview
<b>WORK RELATED CIRCUMSTANCES</b>		
<ul style="list-style-type: none"> <li>• Working on own initiative.</li> <li>• Ability to ensure quality and standards.</li> <li>• Ability to form and maintain appropriate relationships and personal boundaries with young people.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in a school environment.</li> <li>• Prepared to work outside of school hours in response to the needs of the school.</li> </ul>	Application form Interview Supporting statement
<b>PERSONAL QUALITIES</b>		
<ul style="list-style-type: none"> <li>• Energy, imagination and personal commitment</li> <li>• Initiative</li> <li>• Flexible team worker.</li> <li>• Approachable.</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to contribute to after school clubs/activities.</li> </ul>	Application form Interview