

# St Michael's Catholic Grammar School



*"Love one another, as I have loved you"*

## **Role – Food Technician**

39 weeks per year - 22 hours per week.

The number of hours worked per week and the exact times of starting/ending work will depend on the demands of the school timetable each year. Changes may be requested from time to time in order to allow a particular lesson to be supported.

## **FTE salary range**

Unified Rewards Grade C, School Technician Job Family – level 3, Pro rata salary range, depends upon hours worked per week

Reports to – Head of Department

Supervising duties – None

## **Key Accountabilities:**

### **Support for the pupils**

Support pupils in accessing learning activities under the guidance of the teacher.

A background in food/catering/cooking is necessary, as student assistance is required during practical lessons.

Communicate with pupils, teachers, other staff and parents where necessary.

### **Support for the teacher**

Support practical activities for groups, or one-to-one, as directed by the teacher.

Create and maintain a purposeful, orderly and productive working environment, including some cleaning and maintenance of working areas. Oversee recycling, rubbish disposal and composting.

Maintain and prepare records, specialist equipment, resources and ingredients, as required by staff. Shopping locally for ingredients where necessary.

Contribute to planning, development and organisation of systems, procedures and/or policies.

Ensure safe storage of food in accordance with food hygiene standards and temperatures.

### **Support for the school**

Work within and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person.

Support contingency arrangements to respond to any unforeseen or unplanned circumstances that may arise to maintain safety and security and minimise disruption, for example security of data.

Be aware of and adhere to risk assessments.

Liaise with reprographics, medical team, office team and finance team. Liaise with outside companies for example, for apron ordering and oven maintenance.

Ensure tea and coffee supplies are maintained and distributed for school employees. Planning this aspect of the work to fit in with Department lesson commitments.

General administration and budget management within the department.

### **Support for the curriculum**

Monitor and manage stock within an agreed budget. Maintain specialist equipment, checking for quality and safety, carrying out repairs where possible and arranging for repairs where necessary.

Organise the storage, duplication and trimming of worksheets.

Shopping and ordering materials, ingredients, or other resources required for use in lessons.

Completing daily, weekly and half-termly tasks as agreed with Head of Department.

### **Knowledge, Training and Experience**

GCSE or equivalent in English and Maths.

Level 2 Food Hygiene Certificate required, training provided.

Understanding of relevant policies and procedures. Attend appropriate INSET as directed/required.

Good general knowledge of nutrition and a good range of practical skills.

Knowledge of relevant policies and procedures such as child protection, health and safety, training given.

Good IT skills for emailing, budgeting and ordering.

### **Personal Specification**

#### **Planning, organising and controlling skills**

Work under the guidance of teaching staff or senior colleagues. Prioritise, manage time effectively and multi-task.

Carry out a range of duties that are specific in nature, for example planning, preparing and setting up specific resources, materials and/or equipment for lessons. Multi-tasking is key. Daily completion of tasks is vital.

Forward planning through weekly liaison with teachers. Adaptability – every day is different.

Flexibility. Timings of the working day change each year dependent on the demands of the timetable. Particular lessons may require last-minute changes so flexibility is key.

#### **Communicating and influencing skills**

Good communication skills. Use language and concepts appropriate to the child's age, stage of development, and culture.

Build and maintain effective working relationships with colleagues. Some communication with parents and outside organisations will be required.

#### **Initiative and innovation skills**

Work under the direction of teaching staff to support learning through problem solving and careful planning. Work within and comply with policies and procedures relating to safeguarding, child protection, health, safety and security, equal opportunities, confidentiality and data protection.

#### **Budget Accountability**

Budget management and administration. Financial transactions, including handling small amounts of cash, in line with policies and procedures – and the ordering and sourcing of equipment from external companies.

#### **Physical Effort**

Regularly lift, move and handle resources, materials and equipment as required.

#### **Work Environment**

Based mostly in a practical food classroom.