



## KING EDWARD VI SCHOOL

### JOB DESCRIPTION/PERSON SPECIFICATION FOOD & NUTRITION TECHNICIAN

<b>Salary Scale/Range:</b>	Grade 3 (4-6)
<b>Hours:</b>	20 hours per week, term time plus one week (39 weeks)
<b>Responsible to:</b>	Subject Leader of Food & Nutrition
<b>Purpose of the Role:</b>	<p>To co-ordinate the use and maintenance of practical resources and facilities, aid and advise in meeting the practical needs within the department. The majority of the role will be spent working on Food and Nutrition needs, there will be some requirement to assist in preparing resources for Child Development.</p> <p>A technician in a practical food area is vital when managing busy practical lessons.</p> <p>There is clear evidence that the appropriate deployment of technical support significantly improves the quality of education in Design and Technology.</p> <p>Technicians not only contribute to the health &amp; safety, economy and efficiency of the department, but they also enable teachers to offer varied and stimulating food lessons.</p>

#### **Job Context:**

The post-holder must work on their own initiative. Supervision is readily available from the Subject Leader/Teaching staff.

#### **Key Responsibilities:**

- Weigh out and measure ingredients for food practical lessons
- Preparing equipment and teaching areas for practical activities, and science-based investigations
- Maintaining equipment and managing food stores: in the food storage area and teaching areas
- To assist when required in practical lessons to support staff and students to help with maintaining health and safety
- Helping students to get the most out of learning experiences
- Order ingredients and equipment to ensure that the resources are available for lessons so that demonstrations and practical lessons run smoothly
- Undertake stock checks and rotation to ensure that ingredients are stored correctly to ensure the health and safety of students and staff.
- Collect and maintain data about food allergies/intolerances to ensure teachers are aware of possible issues and ensure safety of students
- Carrying out administrative tasks and other functions related to the smooth running of the department, e.g. ordering ingredients and other supplies, printing, input of data

- Ensuring a safe and hygienic environment, addressing health and safety issues in the room, e.g. temperature of fridges and freezer is within permitted range.
- Reporting any equipment or other maintenance issues promptly
- Developing resources and creating wall displays.

**Necessary Experience:**

- Good level of general education together with good literacy and numeracy skills.
- Through understanding of Health and Safety procedures especially as they relate to work in a Food Preparation area. First aid certificate would be useful.
- Knowledge of food, techniques used in food preparation and safe handling of food/s, and ability to communicate and demonstrate this knowledge effectively to staff and students.
- Use of basic technology (computer, DVD, photocopier etc)
- Knowledge of policies and procedures relating to child protection, safe guarding, health, safety, security, equal opportunities and confidentiality.

**Scope for impact:**

The post-holder provides advice and assistance in meeting the practical needs of the Food and Nutrition curriculum.

The post- holder is responsible for all equipment and ingredients and needs to ensure they are in date, are used safely and fit for use in the various lessons.

**CPD:**

Quality training will enhance a technician's role within the team. Training will be offered and should be kept up-to-date whilst in post.

- Food Safety and Hygiene Level 2
- Food Allergy Awareness
- Safe Guarding Training
- Fire Awareness in Education
- Infection Prevention and Control
- Mental Health in Education
- Food Teacher's Centre Technician Skills Academy and a Level 2 Award in Food Safety