



Food Technician JOB DESCRIPTION

Role Purpose:

The purpose of this role is to provide support to teaching staff and ensure a safe and clean working environment to facilitate high-quality teaching within the faculty.

Key Accountabilities:

Reporting to the Head of Faculty, this post holder will

1. Work as part of the team of technicians in providing a high-level technical support service within the Design Technology department.
2. Assist in lessons as required during practical sessions
3. Carry out practical demonstrations in the classroom as required
4. Maintain stock levels, ordering equipment /consumable goods or notifying line manager as appropriate
5. Maintenance of stock records and indexing of goods and materials
6. To assist with the operation, maintenance and development of administrative procedures relating to technical duties.
7. To ensure the provision of general support where appropriate to the staff of the Academy.
8. Issue and receive goods/materials.
9. Issue and receive equipment maintaining booking system, checking goods both in and out.
10. Minor repairs, maintenance and modifications to equipment, making arrangements for major repairs to be carried out as necessary.
11. Ensure a preventative maintenance programme is adhered to so helping to maintain safe working practices and conditions.
12. Prepare materials and equipment to support various activities, within the Design Technology Department
13. Set up equipment in rooms for demonstration purposes as required
14. Adapt to the changing demands of the curriculum.
15. Prepare standard materials and equipment and other learning resources and advise on their operation and technique.
16. To undertake recognised training as necessary in accordance with a planned programme of development.
17. To ensure a healthy and safe working environment and compliance with healthy and safe working practices.
18. Keep work places, store areas clean and tidy.
19. Assist with distribution of goods and equipment
20. Ensure that equipment / apparatus is kept clean and in good condition.
21. To undertake any other duties as may be determined after negotiation between management, the post holder and appropriate Trade Unions and commensurate with the grade for the post.
22. Carry out daily Health and Safety checks across the department
23. Maintain equipment daily to ensure safe use and repair and replace when necessary
24. Carrying out a deep clean of the facilities during the academy holiday's.

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Culture

- Responsible for the Health and Safety, security and welfare of self and colleagues in accordance with E-ACT's policies and procedures, reporting all concerns to an appropriate person.
- Responsible for working in accordance with E-ACT's policy relating to the promotion of Equality, Diversity and Inclusivity

Undertake any other duties appropriate to the grade of the post as requested by your Line Manager

E-ACT is committed to safeguarding and promoting the welfare of its students and expects all employees and volunteers to share in this commitment.

PERSON SPECIFICATION

Whether you're a 3 year old in nursery learning to explore the world around you, an 18 year old preparing to go to university, a new teacher understanding the demands of the job, a Head Teacher leading the learning in your academy, a member of the regional team ensuring efficient and effective operations or a trustee scrutinising and challenging the CEO, we want every single person within E-ACT to be driven by three core values:

- We want everyone to **think big** for yourselves and for the world around you;
- We want everyone to **do the right thing** in everything you do, even when this means doing something that's hard, not popular or takes a lot of time;
- We want everyone to show strong **team spirit**, always supporting and driving your team forward

We really believe that if we all do the right thing, support our teams and we all think big, believe big, act big, then the results will be big too!

This means that if you want to be part of E-ACT, you need to be able to embrace and embody these values in all that you do.

OUR VALUES

Thinking Big	<ul style="list-style-type: none">• Show energy, enthusiasm and passion for what you do• Demand the highest quality in all that you do, and in the work of your team• Willing to champion new ideas and think beyond the status quo• Show an ability to think creatively and 'outside of the box' in your area of expertise, continually seeking improvements in what you do to make the organisation better• Be open to new ideas and change where it will have a positive impact on the organisation• Show a willingness to embrace different ideas and ways of thinking to improve E-ACT• Ability to 'look outside' – to continually learn about innovations in your field, new ways of doing things, and bring that learning into your work• Commitment to self-development, and developing your wider Team
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	<ul style="list-style-type: none"> • Ability to self-reflect on yourself, your performance, and to think about how this could be improved further • Ability to encourage ideas from others in order to improve the organisation and build your team's confidence
Doing the Right Thing	<ul style="list-style-type: none"> • Have integrity and honesty in all that you do • Make decisions that are based on doing the right thing, even when this means that they're unpopular or will lead to more work • Take responsibility and ownership for your area of work • Have difficult conversations or deliver difficult messages if that's what's required to do the right thing by our pupils • Be transparent and open • Be resilient and trustworthy • Stand firm and stay true to our mission
Showing Team Spirit	<ul style="list-style-type: none"> • Understand how you can have a greater impact as a team than you can as an individual • Understand how you are part of your immediate team but also a much wider organisational team, in working towards our mission • Recognise that everyone is important within E-ACT, and show an ability to build strong working relationships at every level • Recognise and celebrate the success and achievements, no matter how small, of your colleagues • Be generous with sharing your knowledge to help to develop others • Understand and be willing to receive suggestions and input on your area of work from others • Support your colleagues, even when this means staying a little later, or re-prioritising some of your work • Be aware of other peoples' needs and show an ability to offer genuine support • Show an awareness and respect for peoples' differences, and recognise how different characteristics and personal strengths build dynamic and great teams

KNOWLEDGE, EXPERIENCE & SKILLS

Requirement

E – Essential

D – Desirable

Assessed at

A – Application Stage

I – Interview Stage

P – During the probationary period

		E	D	A	I	P
Organisational Fit	Thinking Big	X		X	X	X
	Doing the Right Thing	X		X	X	X
	Showing Team Spirit	X		X	X	X
Knowledge	5 GCSEs including Maths and English (minimum grade 4 or equivalent)		X	X	X	
	Relevant qualification in Food or related subject		X	X	X	

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	Working knowledge of health and safety including COSHH		X	X	X	X
	Working knowledge of relevant policies, procedures and codes of practices	X		X	X	X
	Good knowledge of up-to-date techniques, materials, and equipment relevant to the National Curriculum		X	X	X	X
Experience	Experience of working within a Science department		X	X	X	X
	Experience of working within a school or similar environment	X		X	X	X
	Experience of working with the relevant age range	X		X	X	X
	Experience of managing stock control and record keeping	X		X	X	X
	Experience of budget management		X	X	X	X
Skills	Ability to demonstrate and inspire a passion for Science	X		X	X	X
	Ability to manage pupil behaviour and create a safe environment	X		X	X	X
	Ability to build and maintain effective working relationships with colleagues and pupils	X		X	X	X
	Ability to prioritise workload effectively to meet deadlines and work under pressure	X		X	X	X
	Ability to use ICT and other specialist equipment	X		X	X	X
	Ability to deal with a wide range of stakeholders using multiple forms of communication	X		X	X	X

Employee Name:

Employee Signature:

Date of Signing:

Headteacher Signature:

Date of Signing: 14 06 2022

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