

Northern Education Trust – Job Description

Job Title:	Food Technician	JE reference	JE031
Base:	Academy		
Reports to:	Head of Department	Grade:	Grade 3 SCP7 – SCP8
Service responsibility:		Salary:	£26,403.00- £26,824.00 (FTE, Salary to be pro rata)
Additional:		Term:	18.5 hours, 39 weeks

JOB PURPOSE

- Supporting teaching and learning in the technology department on a day-to-day basis as directed by the head of department

JOB SUMMARY

1. Ensuring laundry is washed and dried in time for the next day it is needed
2. Preparing and clearing away of food demonstrations
3. Preparing and clearing away of stock and equipment for lessons
4. Sorting and filing worksheets, including filing end of module RoA sheets
5. Photocopying and supporting teachers in the production of departmental materials
6. Cleaning and checking equipment storage areas due to open shelf system
7. Cleaning communal equipment, e.g. fridge, washing machine etc.
8. Cleaning of dry food storage areas
9. Restocking of consumables, e.g. washing up liquid, dry food tubs etc.
10. Assisting with the collection of food products at the end of the day
11. Re-stocking of ingredients, stock rotation and control
12. Assisting with the food technology department orders
13. Retrieving contact numbers/addresses from computer, addressing envelopes
14. Assisting with stock taking
15. Maintaining technology related machinery
16. Cutting and preparing materials for textiles
17. Preparing work for display
18. Helping to put up displays
19. Supporting community lead initiatives including healthy eating
20. Assisting teachers to support teaching and learning in the classroom
21. To comply with the academy policies and procedures at all times

GDPR

1. To adhere to GDPR and Data Protection Regulations, whilst maintaining confidentiality

Safeguarding

1. To follow all safeguarding and child protection policies and procedures
2. This role wholly or mainly involves working with children

General

1. To participate in wider Trust meetings and working groups as required

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified and the post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time

NET is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced DBS check.

Signed:

Date: