

SEFTON METROPOLITAN BOROUGH COUNCIL

JOB DESCRIPTION

School: RANGE HIGH SCHOOL
Post: TECHNICIAN (FOOD TECHNOLOGY)
Grade: SCALE D
Section: FOOD TECHNOLOGY

Responsible to: CURRICULUM AREA LEADER FOR FOOD TECHNOLOGY

Responsible for:

JOB PURPOSE

To work under the direct instruction of the CAL for Food Technology, providing general support to staff and pupils, including the preparation and routine maintenance of resources/equipment within the department.

MAIN DUTIES

Support for Pupils

- Support for pupils in accessing learning activities as directed by the teacher.
- Establish good working relationships with pupils, acting as a role model.
- Encourage pupils to act independently as appropriate.
- Promote inclusion and acceptance of all pupils.
- Promote self-esteem and independence.
- To administer basic first aid where appropriately trained.

Support for the Teacher

- Ensure or be responsible for the maintenance of a clean and orderly working environment.
- Ensure the timely and accurate preparation of routine equipment/resources/materials as set out in instructions by the relevant department.
- Undertake basic record keeping as directed.
- Assist the teacher with learning activities ensuring health and safety and good behaviour of pupils.
- Provide minimal clerical/admin support e.g. photocopying, printing, display etc. as required.

Support for the Curriculum

- Monitor and arrange orderly and secure storage of supplies.
- Purchase all supplies required for demonstrations and for departmental stores to support vulnerable students – a time in lieu arrangement is in place for the time taken for shopping.
- Undertake maintenance of every day equipment, checking for quality and safety in accordance with instructions.
- Undertake simple repairs and report other damages to the appropriate person.
- Operate every day equipment in accordance with instructions.

Support for the School

- Following consultation with the Curriculum Area Leader, arrange for the purchase of departmental supplies, stationery, books and equipment including purchasing items from local stores for use in practical lessons.
- Check-in all departmental deliveries and report any shortages/ problems to the school's Finance Manager.
- Secure all monies collected by departmental staff and pass it to the Curriculum Area Leader or the school's Finance Manager.
- Control and balance the Department's petty cash float and submit claims for reimbursement to the school's Finance Manager.
- Carry out the annual safety check of all departmental electrical appliances.
- Be aware of and comply with school policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Contribute to the school ethos, aims and development/improvement plan.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop, respecting their social, cultural, linguistic, religious and ethnic backgrounds.
- Work as part of a team, appreciating and supporting the role of other people in the team.
- Assist with the supervision of pupils out of directed lesson time, including before and after school, if appropriate and within working hours.
- Undertake personal development through training and other learning activities including performance management as required.
- Assist with the organisation, routines and upkeep of the wider learning environment.
- Accompany teaching staff and pupils on visits, trips and out of school activities as required.

GENERAL:

- This job description is a representative document. Other reasonably similar duties may be allocated from time to time commensurate with the general character of the post and it's grading.
- All staff are responsible for the implementation of the Health and Safety Policy as far as it affects them, colleagues and others who may be affected by their work. The postholder is also expected to monitor the effectiveness of the health and

safety arrangements and systems to ensure that appropriate improvements are made where necessary.

- School has approved a policy on Equal Opportunities in Employment and copies are freely available to all employees.
- The holder of this post has access to confidential information and is required to maintain this confidentiality at all times.
- This post is term-time only for 18 hours per week.
- The holder of this post will be required to work on INSET days if requested.
- All duties must be carried out in a courteous and professional manner.
- The conditions, purpose and duties outlined in this job description also apply to any overtime period.
- The post holder shall devote his/ her whole working time to the services of the school. During working hours he/ she shall not be absent from the school premises without permission. This condition also applies to any arranged overtime.
- The post holder may be privilege to confidential information and is required to maintain confidentiality at all times.

Special Conditions

- As Range High is fully committed to the Safeguarding of its students, the successful candidate must be able to obtain satisfactory enhanced criminal record disclosure

Prepared by: Andy Pritchard
Resources Director
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