



ROYAL ALEXANDRA AND ALBERT SCHOOL

JOB DESCRIPTION

Job title: Food Technology Technician

Responsible to: Head of Food Technology

Function: Supporting teaching staff and pupils in the area of Food Technology

Main duties and responsibilities:

General

- Maintain a safe and clean working environment at all times.
- Provide support and assistance to the classroom teacher during practical lessons.
- Work on your own initiative as well as a member of a team.
- Plan and prioritise your work effectively.
- Assist in the organisation and presentation of the Food Technology Room.
- To attend and participate in relevant meetings as required.
- To undertake any other duties commensurate with the post as may be required by the Headteacher.

Maintaining Work Area

- To ensure that food technology rooms and equipment are kept clean and tidy and that food technology room safety regulations are met, including checking equipment for safety, cleaning and functionality.
- Sterilizing equipment and advising students on safety aspects of particular practical work.
- Ensure that fridges, cookers and equipment are kept clean and that a deep clean is undertaken when required.
- Ensure that all equipment is accounted for, in the correct place and replaced where necessary.
- Ensure that all equipment is stored in a safe, hygienic and appropriate manner.
- Assist the classroom teacher in the logging in and out of certain items of equipment as required.
- To be responsible for maintaining departmental displays of work both in the technology area and around the school

Resources

- To monitor supplies of stock and inform line manager when further supplies of resources or ingredients are required; check goods delivered against orders and storing appropriately; carry out

- Stock taking and inventory checks.
- To record breakages and loans, in accordance with school policy, and assist with department filing, including maintenance of up to date catalogues and price lists.
- To assist with the preparation of materials for lessons, display and projects.
- To assist in setting up for practical lessons and demonstrations.

Other

- The post holder will be expected to carry out all duties in the context of and in compliance with all the school policies.
- To be willing to undertake training as necessary.
- To participate in personal and team reviews.
- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace.
- Provide First Aid when necessary (after training)
- Be aware of and take part in the school's performance management framework and participate in training and development activities as required.
- In addition to the specific responsibilities of the post, as a member of the support team, the postholder will be expected to assist with other tasks of the support team as and when required.
- The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in its commitment.
- The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.
- To be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person;
- To contribute to the overall ethos and aims of the School

The Royal Alexandra and Albert School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including an Enhanced DBS check.