

# Job Description

<b>JOB TITLE</b>	Food Technology Technician
<b>GRADE/SALARY</b>	WA Scale 4 SCP 7 £23,158 (£20,253 actual) Term Time plus 5 INSET days
<b>RESPONSIBLE TO</b>	Director of Learning for Arts, Health and Performance (AHP)
<b>JOB PURPOSE</b> The key purpose of the Food Technology Technician is to maintain the Academy's AHP resources for safe, effective use by students and staff. To implement procedures and provide AHP support in line with the Academy's AHP curriculum. Providing technical service to the AHP Department.	

## AREAS OF RESPONSIBILITY:

<b>1 STUDENTS' LEARNING</b>	To maintain satisfactory standards in relation to the technician service at the Academy
	Ensure Health and Safety checks are carried out, including annual portable equipment testing. Follow relevant H&S procedures and raise awareness among staff, students and other users
	To prepare recipes, ingredients and equipment and set up/check equipment for use in practical classes; setting up and carrying out demonstrations, and retrieving and clearing away equipment etc.
<b>2 STAFF SUPPORT</b>	To identify needs for, prepare, set up equipment and materials
	To construct and modify ingredients and equipment and to cooperate with teaching staff in the development of recipes and equipment for use in practical classes
	To assist in practical classes as directed by the Director of Learning
	To check storage and stock
	To maintain stock levels at the Academy, notifying the Director of Learning of shortages and placing orders as directed, checking stock books as required and advising on appropriate apparatus and stock for the Academy curriculum
	To check deliveries in accordance with departmental policy
	To dispose of waste materials at the Academy, in accordance with established guidelines
	To maintain generally (including cleaning) equipment and ensure basic maintenance of general food room services and facilities, reporting faults in accordance with Academy policy and maintaining facilities at the Academy

	To set up and maintain specialist resources
	To maintain material collections
	To provide advice and assistance to teachers
	To participate in the selection of equipment and in the development of the expressive arts department facilities
	To participate in the preparation and setting up of ingredients, materials and equipment for use in practical examinations/assessments
<b>3 OTHER DUTIES</b>	Undertake personal development through training and other learning activities including performance management as required
	Recognise own strengths and areas of expertise and use these to advise and support others
	Work as part of a team and adopt flexible working practices supporting colleagues as appropriate
	Attend AHP educational visits as appropriate
	To be a positive role model for students in dress and conduct within the Academy

# Person Specification

Criteria	Essential	Desirable
<b>Education/Qualifications:</b> <ul style="list-style-type: none"> <li>• Good level of education to NVQ Level 3 or equivalent standard</li> </ul>	✓	
<b>Professional knowledge, skills and competences:</b> <ul style="list-style-type: none"> <li>• Excellent communication, ICT and presentation skills, both written and oral</li> <li>• Specific technical skills and knowledge in relation to the technical service to teaching</li> <li>• Understanding of the Health and Safety regulations with reference to all relevant Health and Safety Acts</li> <li>• General technical skills and general technical knowledge</li> <li>• Ability to use systems relating to expressive arts and having organisation including appropriate written records</li> </ul>	✓ ✓ ✓ ✓ ✓	
<b>Experience:</b> <ul style="list-style-type: none"> <li>• Technician experience</li> </ul>		✓
<b>Philosophy and commitment:</b> <ul style="list-style-type: none"> <li>• An interest in educational issues</li> <li>• A belief that everyone can benefit from, and has entitlement to, high quality educational opportunities</li> <li>• A personal commitment to lifelong learning and continuous professional development</li> <li>• Commitment to high standards, best value and continuous improvement</li> <li>• A 'can-do' approach and positive attitude to innovation and change</li> </ul>	✓ ✓ ✓ ✓ ✓	
<b>Personal qualities:</b> <ul style="list-style-type: none"> <li>• Attention to detail</li> <li>• Confidence and good interpersonal and networking skills</li> <li>• Enthusiasm</li> <li>• Initiative and self-motivation</li> <li>• Flexibility, creativity and the ability to think laterally</li> <li>• Stamina and a capacity for hard work</li> <li>• Good time management skills</li> <li>• The ability to be reflective and self-critical</li> </ul>	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓	