# 

# Sharples School Job Description

**Post Title:** **Food and Nutrition/TextilesTechnician**

**Salary**: Grade 3 [13-17]

**Responsible to:** Director of Business & Finance/Director of relevant subject

**Hours**: 27.5 hours per week

Term Time Only + 1 day

**Overall purpose**: To provide support to the Food Technology/Textiles department. To demonstrate excellent organisational skills in maintaining high standards of hygiene and a flexible approach to tasks.

The main duties of the post will be:

* Preparation of materials for practical lessons in Food and Textiles before and during lessons in line with the timetable;
* Shopping for ingredients and fabrics as required;
* Organisation of washing and drying dishcloths, aprons, tea towels;
* Photocopying;
* Organisation of cupboards/store rooms;
* Collection of equipment for practical lessons;
* Cleaning of cookers and microwave ovens;
* Cleaning of refrigerators, freezers and small electrical equipment;
* Checking of equipment in cupboards and trolleys for pupil use;
* Weighing out of ingredients and measuring fabrics for practical demonstrations;
* Assistance in practical lessons;
* Stocking rooms with cleaning supplies e.g. paper towels, dishcloths;
* Ensuring the provision of cleaning materials in all rooms;
* Disposal of foodstuffs where appropriate;
* To assist Departmental heads with stocktaking and stock control and provide clerical support;
* Assistance with displays in and around the department.

**Support for the School**

* To promote the ethos of the school and promote the school within the community;
* To actively promote the respect of customs, practices and reasonable ambitions of other people that may differ from one’s own;
* To comply with any health and safety legislation and to be accountable for ensuring all school health and safety policies and associated guidance are applied and to take responsibility for one’s own health and safely.

##### Person Specification

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| Essential (all assessed via A-application; I – interview; R – reference) | Desirable |
| Educated to at least good GCSE standard (or equivalent), including English and mathematics and a subject related to the post. |  |
| A high standard of literacy and communication skills, and an ability to communicate effectively with both colleagues and pupils. | Previous experience of working with young people or in a school. |
| Previous experience in role / employment experience or skills e.g. cook, kitchen assistant |  |
| Ability to manage time effectively, to prioritise tasks and to maintain detailed records. | ICT skills. |
| Knowledge and/or understanding of the implications of Health & Safety regulations with particular reference to COSHH. |  |
| Flexible with a willingness to adapt to the changing needs of the school. |  |
| Ability to work independently or with senior members of staff, using initiative when necessary. |  |
| A willingness to attend training courses. |  |
| Smart in appearance, an excellent role model with a good attendance and punctuality record. |  |
| A commitment and interest in education and Sharples School. | A willingness to play a full role in the life of the school  (A, I) |
| Ability and willingness to accompany pupils on visits, and drive the school mini bus. |  |

*The details contained in this job description reflect the content of the job at the date it was prepared. It should be remembered, however, that it is inevitable that over time the nature of the individual jobs will change, existing duties may no longer be required and other duties may be gained without changing the general nature of the duties or the level of responsibility entailed. Consequently, Sharples School will expect to revise the job description from time to time and will consult with the post holder at the appropriate time.*

Job description prepared/revised by Ms. A. Webster, Headteacher May 2018

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Postholder Date: \_\_\_\_\_\_\_\_\_\_\_\_