**[http://www.westnorfolkacademiestrust.co.uk/images/WNAT%20logo2.jpg](http://www.google.co.uk/url?sa=i&rct=j&q=&esrc=s&source=images&cd=&cad=rja&uact=8&ved=0CAcQjRxqFQoTCIvzgNHJ-8gCFQFTGgod_fMEPg&url=http://www.westnorfolkacademiestrust.co.uk/schoolpolicies.html&psig=AFQjCNGv0XeLZlIaf3ZMRvHfV5vI2kZasQ&ust=1446891639482155)**

**JOB DESCRIPTION**

|  |  |
| --- | --- |
| **School** | **Springwood High School part of West Norfolk Academies Trust** |
| **Job Title** | **Food and Textiles Technician** |
| **Grade** | **Scale D, Pt, 5-6, £10.01-£10.21/hour (£19,312-£19,698/year FTE based on a 37-hour week – please note that the salary will be pro rata)** |
| **Hours/weeks** | **22.5hrs per week (Wed-Fri)**  **Permanent (with the potential of going full time)** |
| **Responsible to** | **Faculty Leader** |
| **Working With** | **Faculty Staff** |

**Purpose of the Job**

We have an excellent opportunity for an enthusiastic individual to join our team as a Food Technician within our successful and welcoming school. As part of the team, you will provide technical and creative support for practical lessons, ensuring resources and equipment are suitably maintained and fit for purpose.

You will need to work on your own initiative, have good organisational skills and work well under pressure. You will work closely with both staff and students, supporting them with their work.

You will be responsible for preparing equipment and materials for practical lessons, demonstrating the safe use of tools and machinery, maintaining and monitoring stock, ensuring that all equipment is safe for use, carrying out simple repairs to machinery and arranging for external repairs where required.

Experience of working in a similar role would be advantageous but support and training will be provided for the post holders in order to fulfil the responsibilities listed.

External training courses will need to be attended as required, including First Aid at Work.

**Responsibilities**

* Check sewing machines are threaded properly and have an adequate supply of thread for the day
* Set equipment/materials/ ingredients as required for the day’s lessons. Tidy and put away after lessons.
* Wiping surfaces as necessary
* Check cookers are clean
* Check cupboards and drawers are clean and tidy
* Turn on computers for the day, checking the printer has paper
* Check washing machine/tumble dryer/dishwasher
* Supervise children with ingredients/ weighing out etc
* Check the chiller/ fridge regularly, disposing of unwanted/out of date stock
* Clean whiteboards as and when necessary
* Check display boards
* Stock control/ ordering stock/ shopping for ingredients
* Check first aid kits are stocked appropriately
* Check temperatures in fridges/freezers
* Tidy book shelves
* Fill soap liquid bottles
* Photocopying

**Job context and flexibility**

The duties and responsibilities listed in this job description provide a summary of the main aspects of the role. This is not an exhaustive list and the post holder may be required to carry out other tasks, as deemed appropriate to the grade and nature of the post.

This job description is current at the date indicated below but, in consultation with the post holder, it may be changed by the Headteacher to reflect or anticipate changes in the post commensurate with the grade or job title.

Due to the routine of the school, the workload may not be evenly spread throughout the year. Flexibility of hours, and a flexible attitude and willingness to assist others in the team, when required is necessary.

The post holder will have a shared responsibility for the safeguarding of all children and young people. The post holder has an implicit duty to promote the welfare of all children and young people.

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. All staff will be subject to an enhanced DBS (Disclosure and Barring Service) check.

**PERSON SPECIFICATION**

|  |  |  |  |
| --- | --- | --- | --- |
| **Qualifications** | **Essential** | **Desirable** | **How assessed** |
| Level 2 English | **🗸** |  | Appl/Int |
| Level 2 Maths | **🗸** |  |
| Relevant Level 3 qualification |  | **🗸** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Experience** | **Essential** | **Desirable** | **How assessed** |
| Significant experience of working with young people | **🗸** |  | Appl/Int/Ref |
| Experience of stock taking and stock control |  | **🗸** |
| Significant experience in maintaining order in a busy working environment | **🗸** |  |
| Experience of managing own workload and ability to effectively prioritise tasks | **🗸** |  |

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| --- | --- | --- | --- |
| **Skills, Attributes and Knowledge** | **Essential** | **Desirable** | **How assessed** |
| Skills and knowledge to deal with student safety and behaviour | **🗸** |  | Appl/Int/Ref |
| Ability to work effectively under pressure | **🗸** |  |
| Ability to prioritise and meet deadlines | **🗸** |  |
| Commitment to continued personal development | **🗸** |  |
| Ability to focus on standards and the belief that all students can succeed given the right opportunity and support | **🗸** |  |
| Demonstrate a commitment to equal opportunities | **🗸** |  |
| Good ICT skills | **🗸** |  |

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| --- | --- | --- | --- |
| **Personal qualities** | **Essential** | **Desirable** | **How assessed** |
| Good organisational and time management skills | **🗸** |  | Appl/Int/Ref |
| Positive attitude to work | **🗸** |  |
| Ambition for self and others | **🗸** |  |
| Genuine concern for others | **🗸** |  |
| Decisive, determined and self-confident | **🗸** |  |
| Integrity, trustworthy, honest and open | **🗸** |  |
| Accessible and approachable | **🗸** |  |
| Excellent interpersonal skills | **🗸** |  |

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| --- | --- | --- |
| Appl = Application form | Int = Interview | Ref = Reference |