



**North East
Learning Trust**

Food Technician
Ashington Academy
Applicant information pack

Food Technician

Required as soon as possible

Permanent, 37 hours, Term Time plus 5 additional days

Grade 2, SCP 4 (£18,933) – 6 (£19,698) actual salary (£16,336 - £16,996)

We are looking for an enthusiastic and experienced Food Technician to join our team of committed staff providing support across the Academy. This is an exciting opportunity to join a growing Multi-Academy Trust. The appointment will be based at Ashington Academy.

The desired DT Technician will be working in a strong department, preparing resources and assisting the department staff during practical lessons and demonstrations

The successful candidate will:

- Support learning by providing technical assistance through working with pupils in the delivery / demonstration of practical learning activities
- Plan, prepare and set up specific resources/materials/equipment for lessons
- Ensure the maintenance of a clean and orderly working environment
- Support the department in ensuring the availability of suitable materials and equipment, compiling orders and liaising with suppliers and finance department. This will include sourcing and costing alternatives to maintain stock levels. Keeping up-to-date records of stock

Deadline: Monday 21 June

Shortlisting will take place Tuesday 22 June with interviews taking place week commencing 28 June 2021.

How to apply:

Application packs can be downloaded from the website.

Letters of application should be no more than two sides of A4 and should be returned with application forms to jade.hutton@bedlingtonacademy.co.uk or by post to Jade Hutton, Bedlington Academy, Palace Road, Bedlington, NE22 7DS.

Job description

Post title:

Food Technician

Responsible to:

Head of Department

Job purpose:

To work with teachers as part of a professional team to support learning by providing technical assistance through working with pupils in the delivery / demonstration of practical learning activities and the preparation and maintenance of teaching areas and equipment for pupils.

Duties and responsibilities:

- Plan, prepare and set up specific resources/materials/equipment for lessons, under general direction of the class teacher
- Implement structured and agreed practical learning activities for groups or on a one-to-one basis, as prepared by, and under the direction of, the class teacher
- Assist the teacher with learning activities ensuring health and safety and the good behaviour of pupil
- Develop, prepare and maintain specialist resources, using specialist machinery and equipment as required
- Timely and accurate preparation of routine equipment/resources/materials as set out in instructions
- Ensure the safe and secure storage of allocated resources/materials/equipment to prevent unauthorised access / misuse
- Clean and undertake maintenance of equipment as needed to ensure it is clean and in good working order
- Ensure the maintenance of a clean and orderly working environment
- Ordering & checking delivery of stock.
- Prepare and set up materials & equipment as required
- Cleaning & clearing away of materials & equipment
- Update records, including production of reports and analysis of information
- Contribute to planning and development of systems, policies and procedures for their technical area
- Ensure the safe treatment and disposal of used materials, including hazardous substances, and respond to actual or potential hazards
- Order and maintain resources within an agreed budget
- Demonstrate the use of equipment to technical and other staff
- Assisting as required in practical lessons
- Working under the direction of a subject teacher, supervise planned practical learning activities for individuals or small groups of pupils, including identifying needs and adjusting activities as necessary

The above list of duties is extensive but not exhaustive and may not identify each individual task which may reasonably be requested of the post holder. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

This job description is current at the time of post, but, in consultation with you, may be changed by the head of school to reflect or anticipate changes in the job commensurate with the grade and job title.

Person specification

	Essential	Desirable
Education/training	<ul style="list-style-type: none"> • Knowledge of a range of procedures for preparation and maintenance of materials and equipment • Numeracy and literacy at NVQ level 2 or above • First Aid certificate • Knowledge of appropriate use of specialist equipment and any specialist training to ensure compliance with regulations • Knowledge of food hygiene 	<ul style="list-style-type: none"> •
Experience	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • Experience of support secondary age children in/out of the classroom
Aptitude and skills	<ul style="list-style-type: none"> • Ability to use learning technologies • Ability to work within school policies and procedures • 	<ul style="list-style-type: none"> •
Personal qualities	<ul style="list-style-type: none"> • Ability to work independently • Excellent interpersonal skills 	<ul style="list-style-type: none"> •

References:

Any relevant issues arising from references will be taken up at interview.

DBS and pre-occupational health:

The North East Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any offer of employment will be subject to receipt of a satisfactory DBS Enhanced Disclosure.

An enhanced DBS check and pre-occupational health check are an essential part of the selection and recruitment process.

Equal opportunities:

We are an equal opportunity employer. We want to develop a more diverse workforce and we positively welcome applicants from all sections of the community.

Applications with disabilities will be granted an interview if the essential job criteria are met.