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**Beckfoot Thornton Job Description**

**Technology Technician**

**Role Details and Contractual Arrangements:**

**Job Title:** Technology Technician

**Reporting to:** Head of Faculty

**Role Requirements:** See attached Employee Specification

**Remuneration:** Band 5, SCP 5-6

### **Job Summary:**

To provide technical and administrative support to the Food and Nutrition and Textiles subjects within the Design Technology Faculty by the preparation of food, equipment and materials for lessons.

To undertake a health and safety role within the department.

**Duties and Responsibilities:**

To prepare equipment for lessons (set out rooms for practical sessions), as requested by each member of the department, using appropriate equipment (including setting up sewing machines and replacing the thread, needles and spools).

To assist teachers in practical lessons where possible.

To maintain departmental resources and keep a record of stock.

To order ingredients and equipment via normal school procedure, as required and authorised by Head of Faculty.

To ensure each teaching room is tidy and clean, including weekly housekeeping, e.g. cooker tops and sinks

To ensure all equipment is stored securely after use.

To ensure all students’ work and unused material is returned to the appropriate storage area.

To draw up and maintain an inventory of equipment for the Food and Textiles Department.

End of year re- stocking of fabric and any broken/damaged equipment.

To arrange for the regular safety inspections of all machinery and equipment.

To ensure teaching rooms are locked and secure when not in use.

To carry out daily visual checks of equipment before being used by students.

To be organised and plan in advance for any demonstration lessons or practical sessions.

**Other responsibilities**

* To maintain the confidential nature of information relating to the school, its pupils,

parents and carers.

* Comply with and assist with the development of policies and procedures relating to the area of responsibility as required
* Establish constructive working relationships and contribute to the overall ethos/work/aims of the school
* Develop constructive relationships and communicate with other agencies/professionals
* Engage fully with the school’s appraisal / performance management system
* Be flexible and willing to occasionally work evenings to cover events such as parents and options evening (this will be on a rota basis).
* Be flexible and work occasionally during school holidays, and not require any holidays during term time.
* No contra-indications in personal background or criminal record indicating unsuitability to work with children/young people/vulnerable clients/finance (An enhanced DBS check is required)
* Act in accordance with Data Protection Act principles and maintain confidentiality at all times e.g. access to staff/student/parent and carers files.
* Be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the Equality Act 2010
* Must be legally entitled to work in the UK
* Able to speak in fluent English (in accordance with The Immigration Act October 2016)

**General**

* To ensure that the school’s Equality and Diversity, Safeguarding and Health and Safety Policies are always adhered to.

This job profile is not a definitive list of responsibilities but identifies the key components of the role. The post holder will, therefore, be required to undertake other reasonable duties commensurate with the purpose and salary level of this post.



**Beckfoot Thornton Person Specification**

**Food & Textiles Technician**

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| **Criteria** | **Essential** | **Desirable** |
| **Experience** | | |
| Experience of working within a food setting with a good understanding of food and hygiene and health and safety | ✓ |  |
| Experience working as a Food and Textiles Technician in a school setting |  | ✓ |
| Experience working as a Textiles Technician in a school setting |  | ✓ |
| Experience of working as part of an established and professional team | ✓ |  |
| Experience of working towards tight deadlines | ✓ |  |
| Experience of working in a school environment |  | ✓ |
| **Qualification** | | |
| GCSE English and Maths at a minimum Grade C or equivalent. |  | ✓ |
| Food and Hygiene certificate |  | ✓ |
| NVQ Level 2 in relevant discipline |  | ✓ |
| Health and Safety Certificate |  | ✓ |
| **Specialist Knowledge** | | |
| To have basic knowledge of the field of food & nutrition being able to demonstrate practical skills in this area |  | ✓ |
| To have basic knowledge of the field of textiles being able to demonstrate practical skills in this area |  | ✓ |
| To be able to use a variety of cooking / food preparation equipment and demonstrate the use to others | ✓ |  |
| Knowledge and ability to use Microsoft office | ✓ |  |
| To be able to use a sewing machine and understand the basics of the sewing machine | ✓ |  |
| **Specialist Skills** | | |
| Approachable, courteous and able to present a positive image of the school to callers and visitors. | ✓ |  |
| Ability to relate well to pupils and adults | ✓ |  |
| Ability to work constructively as part of a team | ✓ |  |
| Ability to remain calm under pressure | ✓ |  |
| Demonstrate good co-operative, interpersonal and listening skills | ✓ |  |
| Flexibility and willingness to accept change | ✓ |  |
| Willingness to share knowledge, expertise and experience | ✓ |  |
| Ability to prioritise conflicting demands and pressures | ✓ |  |
| Ability to work proactively and independently | ✓ |  |
| Maintain confidentiality in matters relating to the school, its pupils, parents and carers | ✓ |  |
| Demonstrate a commitment to working with children of the relevant age |  | ✓ |
| Very good numeracy/literacy skills | ✓ |  |
| Ability to use other relevant equipment / technology | ✓ |  |
| Ability to use ICT effectively in relation to the post | ✓ |  |
| Good organisational skills | ✓ |  |
| Ability to use relevant equipment / resources | ✓ |  |
| Able to use own initiative where needed | ✓ |  |