

Food & Textiles Technician

Salary: Trust Salary Scale 4-11

**£19264-£22129 pa FTE to be paid pro rata at £9016.50-£10357.46 pa
21.5 hours per week term time only**

We seek to appoint an organised and highly motivated Food & Textiles Technician to join this popular and oversubscribed mixed secondary school. The role is varied and interesting and the successful applicant will support the teaching and learning needs of our students.

Previous experience is desirable, but not essential as relevant training will be provided.

The post involves the following:

- Supporting practical lessons in the department under supervision of the teacher
- Supervising student learning activities
- Delivery of the "Let's Get Cooking" Club – until 5pm one day each week

Candidates should possess excellent personal, organisational and communication skills and the ability to use basic computer programmes such as Microsoft Word/Excel.

What we offer:

- A happy and supportive working environment
- Continuing Professional Development opportunities
- Benenden Healthcare membership

Closing date for applications: 9am on Friday 8th July 2022

Early applications are encouraged and we reserve the right to close the vacancy early if a suitable candidate is found

Letters of application, together with completed application form (available on the school website) giving full details of qualifications and experience to date should be sent to:

Mr P Jackson, Headteacher, Thomas Aveling School,
Arethusa Road, Rochester, Kent, ME1 2UW
or emailed to jshelbourne@thomasaveling.co.uk

The Thomas Aveling School is an Equal Opportunities Employer – committed to safeguarding and promoting the welfare of all students – any offer of appointment will be subject to satisfactory references and an enhanced DBS check will be required for all successful applicants.

97% of staff in a recent Staff Survey said that they are made to feel welcome at Thomas Aveling and that behaviour in the school is good

FOOD & TEXTILES TECHNICIAN - JOB DESCRIPTION

Designation:	Food and Textiles Technician
Department:	Design and Technology
Responsible to:	Head of DT
Salary Grade/Range:	Trust Salary Scale 4-11
Contractual hours:	21.5 hours per week, term time only
Working Times:	To be agreed with Line Manager (to include one day per week working until 5pm)

OVERALL PURPOSE OF JOB

Under the overall direction of the Head of Department, and in accordance with the practices and procedures of the school, assist teaching staff in providing safe areas for students and teaching staff. The DT Food & Textiles Technician will provide technical support to the department, by the preparation of tools, equipment and materials for lessons. The DT Food & Textiles Technician will undertake a practical health and safety role for the relevant departments.

The technician role forms a central part of the work of the department and he/she will work closely with teaching staff to support, develop and further extend the work of the department and the experiences of the students.

DUTIES AND RESPONSIBILITIES

FOOD

Main Duties and Responsibilities

- Prepare materials and equipment for practical lessons
- Maintain and monitor consumables and equipment in food to ensure all students are able to access a wide range of materials and processes as part of their subject provision
- Maintain and monitor stock control
- Assist the Head of Department in the ordering of materials and equipment
- Conduct weekly material and equipment checks in the Food room
- Assist staff in the production and updating of Design Technology/ Food displays
- Assist teaching staff in promoting and raising the profile of D&T/ Food within and outside the school
- Be proficient in the use of the range of IT programmes
- Provide technical support to staff during lesson time as required
- Conduct weekly Health and Safety checks on all equipment and report directly to the Head of Department
- To maintain equipment in accordance with health and safety requirements, ensuring the security marking of new resources.
- Undertake any Food Hygiene, Health and Safety training as required by the HOD
- Conduct a range of administration duties, including: preparing cover work, teaching materials, organisation of KS3 folders, binding NEA work, requesting photocopying and booklets
- Assist with organisation of trips
- Provide in class support with practical activities under supervision of the teacher
- Willingness to run Out of Hours Learning with KS3 and KS5 students, eg 'Let's Get Cooking' and 'Cooking for University' sessions

Maintaining Work Area

- Ensure that Food and Technology areas and equipment are kept clean and tidy and that the technology/DT room safety regulations are met, including checking equipment for safety, cleaning and sterilising equipment and advising students on safety aspects of particular practical work
- Clean and maintain equipment and neutralise and clean up spillages, including the cleaning of equipment
- Ensure that all equipment is stored in a safe, hygienic and appropriate manner
- Be responsible for maintaining departmental displays of work both in the technology area and around the school

FOOD & TEXTILES TECHNICIAN - JOB DESCRIPTION

Health and Safety and Compliance

- Be aware of, and to comply with, all departmental/school instructions and procedures relating to health and safety at work
- Contribute to safe working practice in preparation/storage/teaching areas. Assessment of risks for technician activities
- Advise staff on safety issues and trialling practical work where necessary
- Carry out responsibilities, commensurate with your position, as defined within the following policies and procedures:
 - Equal Opportunities
 - Health, Safety & Welfare
 - Child Protection
 - Data Protection
 - Risk Management

TEXTILES

Health & safety

- Minor maintenance of sewing machines, other equipment (irons etc)
- Organise yearly maintenance review
- Update risk assessment

Administration

- Order stock
- Produce and update display materials including coursework moderation display
- Copy class resources, letters & exam papers
- Resource management
- Organise practical consumables and equipment
- Sharpen scissors
- Organise the stock room
- Audit stock

Student support

Provide in class support with practical activities and the use of IT related resources e.g. sublimation printing (training will be provided).

ORGANISATION

- The post-holder will report to the Head of Department
- The post-holder will have daily contact with staff and students throughout the school and may have occasional contact with parents, and will also have contact on occasions with other outside agencies.

WORKING ENVIRONMENT

- The post is based within the school buildings.
- The above constitutes a "job description" only and is not necessarily a comprehensive definition of the post. It may be subject to modification or amendment after consultation with the post-holder.