



Job Description

KEY INFORMATION	
Post title:	Art and Food Technician
Grade:	4
Responsible to:	Head of Faculty
Responsible for:	N/A

OVERALL PURPOSE OF JOB
Support the delivery of Art and Food Technology lessons by undertaking a range of practical, administrative and classroom based tasks. Support the teaching staff in ensuring that a safe and well-equipped environment is provided in order to support teaching and learning.

MAIN DUTIES AND RESPONSIBILITIES	
1	Prepare classrooms, ensuring they are fully equipped and ready for lessons, and clean away afterwards, including cleaning down surfaces and laundering items such as aprons and tea towels.
2	Keep an updated inventory of materials, equipment and ingredients and liaise with finance staff to place orders as required
3	Maintain art and food preparation equipment, ensuring it is in good order and is safe to use
4	Maintain high standards of cleanliness and follow agreed protocols for safe storage and preparation of resources
5	Maintain the food classrooms in terms of hygiene to ensure that appropriate hygiene standards are met, including checking that surfaces and equipment are clean and the temperatures of fridges and freezers are within the permitted ranges
6	Help maintain high standards of Health and Safety as directed by the Head of Faculty and teaching staff and keep up to date with relevant Health and Safety requirements in the subject areas
7	Prepare ingredients, materials and resources for practical lessons as directed by teaching staff
8	Carry out administrative tasks such as photocopying, printing and filing as required
9	Support subject teachers with photographing, presenting, displaying and storing student work/portfolios



10	Support the subject teachers in the preparation, delivery and cleaning down of clay lessons, and fire student clay work in the school's kiln
11	Prepare and develop facilities and resources for the Faculty, as directed by teaching staff
12	Act as a first aider, including keeping up to date with any students with food allergies to ensure teachers are aware of possible issues with practical tasks

GENERAL RESPONSIBILITIES	
1	Uphold professional standards for the role and follow all school and Trust policies and procedures.
2	Comply with Child Safeguarding Procedures and adhere to the Trust's Child Protection and Safeguarding Policy at all times.
3	Participate in performance management and take part in appropriate training and development activities.
4	Maintain confidentiality in all areas of work and process personal and sensitive information in accordance with relevant legislation.
5	Undertake other reasonable duties as requested, in accordance with the changing needs of the organisation.

Person Specification

All points are essential unless otherwise specified

Qualifications	
1	GCSE maths and English at grade C/4 or above, or equivalent qualifications
2	Level 2 Food Hygiene qualification, or willingness to obtain
3	First aid qualification, or willingness to obtain
Experience	
1	Experience of art/technology practices and equipment
2	<i>Experience of working in an arts or technology related role (desirable)</i>
3	<i>Experience of working in a school environment or with children or young people (desirable)</i>
Skills/Knowledge/Abilities	
1	Knowledge of Health and Safety legislation including COSHH, first aid and risk assessments
2	Ability to use a range of computer systems and software packages, including standard packages (e.g. Microsoft, Google suite)
3	Good written and verbal communication skills with the ability to communicate effectively and clearly and build relationships with a range of staff, children and young people
Personal Attributes	
1	Personal interest in art, design and/or food preparation and a passion for helping young people learn
2	Ability to work successfully alone and as part of a team
3	Ability to work well under pressure and manage competing deadlines
Safeguarding	
1	Demonstrate a commitment to safeguarding children and ensuring the welfare of children
2	Be able to remain calm, empathetic and treat all students with dignity and respect, even when faced with challenging behaviour
3	Satisfactory Enhanced DBS check