



JOB DESCRIPTION

JOB TITLE:	Food/Textiles Technician
GRADE/ ROLE PROFILE REF:	Grade C
WORKING WEEKS/ HOURS:	40 weeks; 18.75 hours per week
TIMES WORKED:	8.45am – 12.30 noon Monday – Friday
BASE:	Design and Technology Department

ORGANISATIONAL ARRANGEMENTS:

Job holder: To be appointed

Reports to: DoL - Technology

GENERAL STATEMENT

To represent Wildern Academy Trust in a positive manner and to treat all visitors with respect, courtesy, and consideration, to ensure that every effort is made to satisfy reasonable requirements and assist in the maintenance of an attractive welcoming campus.

To carry out duties correctly and promptly in a good working atmosphere and to assist in the creation of a safer environment by adhering to Health and Safety Regulations and agreed Codes of Practice for Wildern Academy Trust employees. Attendance at training courses may be required as part of professional updating.

RESPONSIBILITIES/ACCOUNTABILITIES:

- Buy all ingredients for some food practicals and all demonstrations.
- Preparation of ingredients for class work, demonstrations and practicals.
- Preparation of class work materials i.e. photocopying, proofreading.
- Liaise with Finance to check receipt of and record incoming monies for practical lessons.
- Maintain records of receipts for food bought for practicals.
- Assist in the preparation of fabrics and resources for demonstrations and teaching materials (i.e. cutting).
- Assisting the DoL in the preparation of orders for materials and stationery for Food and Textiles.
- Maintaining supplies of consumable sundries and stationery to the food and textile rooms and ensuring a stock control system of the storeroom. Distribute resources to staff as requested.
- Help with mounting and removing displays in and around the Food/Textiles rooms.
- Ensuring an effective stock control system for Textiles, fabric components, electrical and equipment and an effective storage system for these and other items.
- Maintaining an up to date inventory of all small and large and electrical equipment in Food and Textiles rooms.

- Maintenance of practical rooms and equipment on a day to day basis (e.g. Health & Safety).
- Alert DoL re. any Health & Safety concerns.
- Any other duties and directions which may be reasonably given by the DoL.
- Such other duties as may be reasonably allocated or directed within the purview of the post.

NOTES

- The School and site is open between the hours of 6.30 am and 10.30 pm and Support Staff may be asked to carry out their duties during these hours in order to meet the operational needs of the school. Those staff who may be asked to work outside these times will have a note to that effect in their job description.
- Hours of work/designated lunch times may be subject to change for operational reasons.
- All applications for leave of absence, claims for additional hours, changes to published hours of working, etc. should be agreed and processed via the HR Manager and Headteacher to enable records to be kept.
- If, at the time of interview for a post, an applicant has already booked a holiday (or other event), then that will be honoured up to six months after the starting date.
- No other holidays will be granted during term time without a very **exceptional** reason. Notice must be given in writing at least 6 working weeks in advance.
- In exceptional cases where time off is granted it will either be as
 - (a) unpaid leave, or
 - (b) time made up in lieu (by negotiation).
- There are other occasions when the Headteacher may grant leave (unpaid or time made up in lieu)
 - (a) Overtime has been worked by agreement with the Headteacher.
 - (b) To attend a special event e.g. graduation.

FLEXIBILITY STATEMENT

The content of this Job Description represents an outline of the post only and is therefore not a precise catalogue of duties and responsibilities. The Job Description is therefore intended to be flexible and is subject to review and amendment in the light of changing circumstances, following consultation with the post holder.

PERFORMANCE REVIEW (IPP)

All support staff undertake an annual Individual Performance Planning cycle (IPP) in line with school policy and practice. This postholder's IPP would be line managed and undertaken by the DoL – Technology.

Date Prepared:	05 th September 2022
Prepared By:	DoL - Technology
Date Reviewed:	
Reviewed By:	