



## **Technician – Food and Textile Technology**

### **Job Purpose:**

- To prepare, maintain and organise equipment and resources required by teachers and pupils
- To work with pupils, as directed by the teacher, supporting safe and sensible behaviour during practical tasks

### **Principal Responsibilities / Duties:**

#### **Curriculum Support**

- Prepare resources, assemble and set up equipment for practical classes and assessments
- Clear away resources and clean equipment after lesson use including cookers, sinks, tables and worktops
- Provide clerical and administrative support e.g. photocopying, preparation of resources, filing, collation of pupil reports
- Monitor supplies and assist with additional incidental shopping where necessary
- Compile orders for equipment and resources, liaising with the Finance team to ensure best value and keeping track of expenditure
- Unpack and check incoming stock and where necessary, pack for despatch

#### **Pupil Support**

- Work in the classroom with pupils, as directed by the teacher
- Demonstrate the correct and safe use of equipment to pupils
- Provide continuous support and advice on safety to pupils during practical work
- Assist with the administration and invigilation of routine tests and tasks
- Be involved in extra curricular activities e.g. clubs, activities, trips, open days, presentation evenings, mentoring of individual pupils

#### **General Support**

- Be responsible for day to day care of equipment in workrooms including sewing machines and the periodic inspection of equipment to ensure it continues to be in working and safe order
- Clean and clear out fridges and storage cupboards ensuring storage conforms to safety regulations
- Organisation of laundry for the department (washing machine and tumble dryer in situ)
- Periodically carry out stock take and maintain an up to date inventory under the supervision of the Subject Leader
- Support and assist with preparation of refreshments for school functions and meetings
- Attend meetings and training sessions as required

### **Additional Responsibilities:**

- To be responsible for promoting and safeguarding the welfare of children and young persons for whom you are responsible, or with whom you come into contact, by adhering to and ensuring compliance with the relevant Trust/School Safeguarding Child Protection Policy and Procedures at

all times. If, in the course of carrying out the duties of the role, the job holder identifies any instance in which a child is suffering or likely to suffer significant harm either at school or at home, s/he must report any concerns to the School's Designated Safeguarding Lead so that a referral can be made accordingly to the relevant third party services

- From time to time you may be required to provide support elsewhere in the school. If this is required, then appropriate subject support will be made available.
- At the discretion of the Headteacher, such other activities as may from time to time be agreed consistent with the nature of the job