**JOB TITLE:** Technology Technician (Food and Art)

**SCHOOL:** Rayner Stephens High School

**DEPARTMENT:** Education – School Support

**RESPONSIBLE TO:** Head of Department, SLT Link, Headteacher,

**GRADE** Grade E

**PURPOSE OF POST:**

Support learning by assisting teaching staff, particulary with set up for lessons, during practical classes as required. This is within the technology department and therefore may involve supporting both Food and Art classes depending on the needs of the timetable at any one time.

To provide general support to staff and learners to ensure the smooth operation of the department. This will include the preparation and cleaning of materials and resources for the department and in practical support in the classrooms for teachers and learners.

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| SPECIFIC DUTIES AND RESPONSIBILITIES |
| 1. Support learning by assisting teaching staff during practical classes as required. (Food and Art)
2. Ensure ingredients, products and resources are available in a timely fashion.
3. Ensure the maintenance of a clean and orderly working environment in line with Health and Safety procedures. Clear away and clean materials used for practical purposes and encourage learners to do the same.
4. Maintain a log of work requests and any action taken, including reporting any damages.
5. Ensure adequate stocks of protective clothing and equipment for use in practical lessons.
6. Prepare, operate and set up equipment and materials required for demonstrations and class practical work. This will include class sets of equipment, resources, weighing ingredients, etc.
7. Ensure all materials and equipment are stored safely.
8. Support with creating displays in classrooms
9. Undertake stock control and inventory checks as appropriate including the upkeep of appropriate records and filing systems, using computerised systems where necessary.
10. Assist the classroom teacher with learning activities, adhering to health and safety at all times.
11. General administration within the department including photocopying and printing.
12. Monitor and arrange orderly and secure storage of supplies.
13. Ensure the effective organisations, maintenance, ordering and collections of supplies (both food, equipment and resources)
14. Maintenance of every day equipment, check for quality and safety.
15. Setting up moderation of work as required.
16. Contribute to the overall ethos/works/aims of the school.
17. Attend and participate in relevant meetings as required.
18. Participate in training and other learning activities and performance development as required.
19. Be aware any comply with policies and procedures relating to child protection, health and safety, safety and security and confidentiality. Reporting any concerns to an appropriate member of staff.
20. As part of the role be available to administer basic first aid as necessary (training will be given where necessary) and become a part of the first aid team for the school.
21. To undertake any other reasonable duties which might from time to time be requested by the Headteacher
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| KEY REQUIREMENTS  |
| * Willingness to undertake appropriate training.
* NVQ Level 2 or equivalent qualification and/or a minimum of 2+ years relevant experience.
* Excellent numeracy and literacy skills.
* Experience within this type of role would be advantageus (in the areas of food technology or art departments or both)
* Competent in effective use of ICT to support learning.
* Competent in the use of other appropriate equipment.
* Ability to relate well to children and adults
* Work constructively and effectively as part of a team
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