Upton-by-Chester High School

Teaching Assistant/Technician- Food Department

Term Time, 33.75 Hours per week, 38 Weeks per Year

Working Pattern: 8.30 – 3.45pm Grade 4 or Grade 5 (with suitable qualifications)

To commence from October/November 2025

Deadline- Midday 14th October 2025

I would firstly like to thank you for your interest in a vacancy at Upton-by-Chester High School. The purpose of this information is to help you get to know more about our school and help you to decide if this is the right post for you.

Upton-by-Chester is a large and successful comprehensive secondary school located in Upton-by-Chester, an area on the outskirts of the wonderful city of Chester. Upton-by-Chester High School was established in 1968 and has gone from strength to strength over this time. We are a thriving, vibrant school with a proud record of academic excellence and success. Combined with our exceptional extra-curricular opportunities, we inspire our learners to flourish, no matter what their strengths and aptitudes. We are fully inclusive and open to young people of all abilities.

The school was inspected in February 2025.  Inspectors found that;

*"Pupils flourish in this school’s nurturing and inclusive environment. Students in the sixth form are particularly appreciative of the school’s support for their academic achievement and personal growth. Pupils develop positive relationships with staff. This helps them to feel known and cared for, despite the large size of the school. A culture of trust and respect is evident." (Ofsted 2025)*

An exciting development for the school is being part of the School Rebuilding Programme.  This means that between September 2025 and September 2028 the school will undergo a complete rebuilding programme to provide learners with brand-new indoor and outdoor facilities to support their learning.  Details of the new build can be found on the schools 'New Build' webpage.

The school currently serves both the local community and an extended catchment area with learners attending the school from up to 40 individual primary schools. There are currently 1750 learners on roll and the school is oversubscribed in a number of year groups. The school also has an outstanding Sixth Form (Ofsted 2015, 2019 and 2025).

Our school motto is **'Learning to Shape the Future'**. This really does capture what is at the heart of the school. We ensure that every learner - whatever their previous attainment - will gain life-long enrichment and learning from the time they spend with us at Upton. Our approach is to provide opportunities that will capture the imagination of our learners and allow them to develop their knowledge, skills and understanding to be successful academically and socially. We will provide traditional academic subjects and vocational opportunities so we can support the learning needs of all our young people.

Our learners are fantastic and our greatest asset. They represent a truly comprehensive intake in terms of ability and preparedness for learning. They are committed to their learning, and they strive to succeed. We also have a very talented team of teaching and support staff who support and challenge every learner to be the best that they can be. The professional development opportunities of our staff are highly valued.

Upton-by-Chester High School is a great place to work. It is challenging, focused on teaching and learning and dedicated to the wellbeing of our learners. We have the highest expectations of all who work here and therefore, we are only looking for the finest staff to work with our learners. We know that our school can only be as good as the workforce within it.

The school is at an exciting stage of development within the changing educational landscape in England. If, prior to submitting an application, you would like to see for yourself why we believe Upton-by-Chester High School is a great school in which to work, then please let us know.

Yours Faithfully

**Lee Cummins**  
B.Ed(Hons), M.Ed, NPQH

Advert – Teaching Assistant/ Technician

For October/November 2025

Teaching Assistant/Art Technician within the Art Department

(AAAE: 5051)

Grade 4 - £25,185 - £25,989 (Pro rata £19,313 - £20,380)

Or Grade 5, with suitable qualifications

£26,403- £28,142 (Pro rata £20,247- £22,069)

Required October/November 2025, 33.75 hours per week, 38 weeks per year, term time

Upton by Chester High School are looking to appoint an experienced, well qualified Teaching Assistants preferably with an interest in food preparation.

Working collaboratively with teaching staff and other support staff to enhance the development and education of children. You may be working with some learners who access the Support Department, the role is based in the Food Technology Department.

The people we are looking for will be positive, enthusiastic team players with excellent interpersonal, nurturing, supportive skills, and the ability to motivate others.

Ideally you will hold, or be working towards a Teaching Assistant Qualification Level 2 or 3, although full training will be provided for a suitable candidate..

Download an application pack from our website[www.uptonhigh.co.uk](http://www.uptonhigh.co.uk).Electronic applications should be returned to HR Manager, Sheena Lloyd, [lloyds@uptonhigh.co.uk](mailto:lloyds@uptonhigh.co.uk)

Closing date: Midday 14/10/2025

The post is subject to suitable references and an Enhanced Disclosure from the DBS (Disclosure & Barring Service). Further information can be found at [www.gov.uk](http://www.gov.uk)

***Our school is committed to Safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.***

***As part of our Safer Recruitment process, shortlisted candidates could be subject to an online search.***

## IMPORTANT

THE REHABILITATION OF OFFENDERS ACT

The provisions of the Rehabilitation of Offenders Act relating to the non-disclosure of spent convictions do not apply to this job, YOU **MUST, THEREFORE, DISCLOSE WHETHER YOU HAVE ANY PREVIOUS CONVICTIONS ON THE BACK PAGE OF THE APPLICATION FORM.**

If successful, you will also be required to apply for an enhanced DBS Check from the Disclosure & Barring Service.

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| **JOB TITLE** | **Food Technician (Secondary School)** | **JOB REF NO:** |
| **Responsible to:** | **Head of Material Science** |  |

**BASIC JOB PURPOSE**

To provide practical support to our learners during their lessons and assist teachers in the preparation to deliver the Food Technology, in order that the curriculum can be delivered efficiently and effectively to learners.

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|  | **ADDITIONAL MAIN RESPONSIBILITIES:** |
| **1** | Prepare a wide range of materials, ingredients, and equipment/tools for use by teachers and learners in the classroom/workshops – including shopping for food, laundering tea towels, dishcloths, aprons etc. |
| **2** | Clean and undertake basic maintenance routines on equipment and tools used in the classrooms/workshops; store rooms, cookers, microwaves, sinks, tiles, table tops and small electrical equipment, fridges, freezers, etc. Regularly check for faults (especially electrical), and arrange for annual servicing of machines and equipment. |
| **3** | Provide support to teachers and learners during lessons in the use of equipment and machines (demonstrating the proper usage of machines, etc); respond to specific requests from learners for extra equipment/ ingredients; and guide/instruct learners who experience difficulties in understanding during the lessons. |
| **4** | Provide clerical/administrative support to the teaching staff in the Food and Textile Department (ie, carry out typing, dealing with telephone enquiries, maintaining inventory lists, drafting letters, photocopying, etc). |
| **5** | Undertake stocktaking, replenishment ordering and storage of materials, under the direction of teachers. |
| **6** | Mount/display learners’ work for GCSE exhibitions in classrooms and around school. |
| Notwithstanding the detail in this job description, in accordance with the School's/Council’s Flexibility Policy the job holder will undertake such work as may be determined by the Headteacher/Governing Body from time to time, up to or at a level consistent with the Main Responsibilities of the job. | |

Person Specification

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|  | **ESSENTIAL** | **DESIRABLE** | **EVIDENCE** |
| **Qualifications and Training** | * GCSE’s (or equivalent) including Maths, English, Science Grade C or above * Excellent use of numeracy/literacy/ICT skills | * NVQ Level 2/3 for Teaching Assistants, or working towards one whilst having relevant experience * Training in the relevant learning strategies, basic skill * Evidence of further related training or interests * First-Aid training as appropriate | * Application form * Certificates to be provided at Interview |
| **Experience** | * Excellent, proficient use of ICT to support learning * Basic understanding of the development of learners and the secondary school curriculum. * Awareness of child protection and Safeguarding | * Working with or caring for children in an educational setting, having a range of special educational needs/learning difficulties. | * Application form * Interview * Certificates |
| **Personal Qualities** | * Ability to relate well with children and adults * Strong ability to work as part of a team * Excellent communication skills * Positive attitude * Creative, hardworking lateral thinker * Excellent communication skills with the ability to use clear, concise language with learners * Commitment to own professional development. | * To be able to work closely under the direction of the classroom teacher * Ability to enable and promote independent learning | * Interview * References |
| **Other** | * Reliability and flexibility * Sense of humour * Able to empathise with young people and assist them in the mainstream classroom * A belief in, and commitment to, the school’s vision ‘learning to shape the future’ |  | * Interview * References |

Working Within the Food Department

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Mrs H Sievers, Head of Design + Technology

The Food curriculum intends to develop learners who as part of their work with food, are taught how to cook and apply the principles of nutrition and healthy eating.

Instilling a love of cooking in learners will also open a door to one of the great expressions of human creativity. Learning how to cook is a crucial life skill that enables pupils to feed themselves and others affordably and well, now and in later life.

As part of their learning journey in food, learners will focus on the following areas: -

* Cooking
* Nutrition
* Ingredients

These areas will develop learners to:-

* understand and apply the principles of nutrition and health
* cook a repertoire of predominantly savoury dishes so that they can feed themselves and others a healthy and varied diet
* become competent in a range of cooking techniques [for example, selecting and preparing ingredients; using utensils and electrical equipment; applying heat in different ways; using awareness of taste, texture, and smell to decide how to season dishes and combine ingredients; adapting and using their own recipes]
* understand the source, seasonality, and characteristics of a broad range of ingredients

Safeguarding Young People

We are committed to the safeguarding and promotion of the welfare of children. In this light, we would like to draw the following matters to your attention:

1. All appointments are made subject to:

* An enhanced DBS disclosure;
* Checks of professional status;
* Confirmation of professional qualifications;
* Receipt of strong references (if not received by the time of interview); and
* Medical clearance

2. We only accept applications completed on the Cheshire West and Chester Application Form with a covering letter. Please do not send CVs or open testimonials.

3. Please ensure that the application form is completed in full. In particular, you must ensure that a full work history is provided and that any gaps in your employment are fully explained.

4. The referees cited in your application form must include your employer from the last occasion in which you worked with children. If your last employment was in a school, we would expect a reference from the Headteacher and/or Deputy/Assistant Headteacher.

5. When seeking references, we will request information about your suitability to work with children.

6. If you are shortlisted, any anomalies in your application will be discussed with you at interview.

We encourage you to pay close attention to these matters so that your application is not excluded unnecessarily.

As part of our Safer Recruitment process, shortlisted candidates could be subject to an online search.

Procedure for Application

If you wish to be considered for this vacancy you should complete the application form, giving the names and addresses of two referees, and submit a concise letter of application. This should be typed or word-processed and should include the following information:

1. A brief outline of what you have achieved in your present post

2. A statement about why you want this job.

3. An indication of the strengths and expertise you could offer the school.

All points should address the detail in the person specification and other points made within the information sent to candidates.

Candidates are kindly requested not to submit a CV instead of the application form. Additional sheets may be attached to the back of the application form if there is insufficient space.

Completed applications should be returned to Mr L Cummins (Headteacher), to arrive no later than midday on Midday Tuesday 14th October 2025

Please ensure that you put the correct postage on the envelope as this could result in your application not being considered due to late arrival. **Please note that we will only consider applications submitted on the Cheshire West and Chester application form.**

Interviews are planned to take place during the following week. If you have not heard from us within two weeks of this date, regretfully you must assume that your application has been unsuccessful on this occasion, in which case the Governors would like to thank you for your time and your interest in the school.

Please note that we are happy to arrange risk-assessed informal visits for prospective candidates before short-listing has taken place, also if you wish to have an informal discussion about the post in advance of your application, or if you require any further details, please contact Mrs S Lloyd, HR Manager.

Tel: 01244 259890

E-mail: [LloydS@uptonhigh.co.uk](mailto:LloydS@uptonhigh.co.uk)