King's Academy
Easthampstead Park

Job Description:
Food and Textiles Technician

Location: **King's Academy Easthampstead Park (KAEP)**	**Department:** **Design**

Pay Grade: KGA04 (points 4 to 6) – FTE £26,785 to £28,099 per annum, starting on £13.88 per hour.

Actual Starting Salary: £18,243 per annum inclusive of London Weighting and Holiday Entitlement, plus a First Aid Allowance payable upon receipt of qualification

Hours: 30 hours per week, Monday to Friday, Term time only

Core Hours: 9am – 3.30pm including a 30-minute unpaid break to be taken flexibly

Your break is to be taken at a time within the day to fit in with practical lessons and cleaning schedules (this may not necessarily be at the same time as the school lunch period)

Designation of Post and Position within the Departmental Structure

Executive Headteacher / Head of School

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Head of Design

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Food and Textiles Technician

The job description identifies the responsibilities attached to your post.

This job description is subject to amendment from time to time within the conditions of employment, as the needs of the school require, but only to an extent consistent with those conditions of employment and only after consultation with you.

All post holders are expected to support the school's vision and values and beliefs and familiarise themselves with school policies and procedures and to reinforce these with students, parents and partners where appropriate.

All employees working with children, young people and vulnerable adults are responsible for safeguarding and promoting their welfare.

Job Purpose

Support the teaching staff by ensuring resources are prepped in line with schemes of work and support in lessons if required. Ensure that the teaching rooms are maintained to a high standard of cleanliness and that utensils and equipment are clean and suitable for use in class. Maintain and organise stocks of disposables. Ensure all Health and Safety requirements are met.

Main Duties and Responsibilities

- To prepare materials and equipment for practical lessons as dictated by the schemes of work.
- Maintain the food preparation areas by washing cloths and other items used and refill supplies of cleaning products.
- Instigate a sequence of cleaning to ensure trays, pans, bowls and other items are clean and fit for use.
- Ensure a thorough clean of the classrooms is done frequently throughout the week – including ovens,

hobs, work surfaces and cupboards.
- Conduct a deep clean at least each half term of all areas.
- To maintain machinery and equipment in accordance with Health and Safety requirements and carry out weekly checks. This includes mixers, food processors and sewing machines etc.
- Ordering and purchasing of resources. This may on occasion include local shopping for some ingredients
- Monitor and arrange and secure storage of supplies in an orderly manner.
- Regularly check dates on food stuffs and other perishable items.
- Liaise with teaching staff regarding their schedule so you can support with practical's if required.
- Demonstrate and assist in the safe and effective use of specialist equipment and materials.
- Assist the Head of Department in the production of Risk and COSSH Assessments.
- Establish constructive relationships with students and interact with them according to individual needs.
- Support the staff in adhering to food regulations - hair tied back, no nail polish and apron worn and positively encouraging students to do the same.
- Encourage students to interact with each other, promoting a positive teaching and learning environment.
- Be aware of, and comply with, policies and procedures relating to child protection, health and safety and security and confidentially, reporting all concerns to the appropriate person.
- Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop.
- Produce displays and assist with activities designed to promote the subject.
- Be a First Aider in school and respond when necessary.
- Undertake simple repairs and report other damages.
- Organise the annual deep clean of ovens in the food rooms.
- Undertake CPD activities as required.
- To undertake other duties appropriate to the grading of the post as required.

Supporting the Academy

In November 2022, we joined King's Group Academies (KGA). This has created excellent opportunities for teachers to share ideas and approaches across schools, for the benefit of our students.

At an appropriate level, according to the job role, grade and training received, all employees in the academy are expected to:

- Support and embrace the aims, values, mission and ethos of both King's Academy Easthampstead Park (KAEP) and King's Group Academies (KGA) and participate in a team approach to all aspects of school life.

  KAEP
  It takes a whole community to raise a child

  KGA
  HONESTY: A workplace where everyone feels safe and able to express their thoughts and ideas.

  FAITH: We will encourage others to have faith in their own capabilities.

  COURAGE: We embrace diversity and champion inclusivity.

- Attend and contribute to staff meetings and INSET days as required, and identify areas of personal practice and experience to develop.

Safeguarding

- Ensure personal understanding of the duties and responsibilities in relation to child protection and the safeguarding of children and young people. This includes understanding of the Academy's Child Protection Policy, Safeguarding Policy and Code of Conduct.

- Ensure all issues relating to pupils are reported immediately to the delegated member of staff.

- Attend mandatory training and refreshers to ensure a personal and up to date understanding of safeguarding requirements.

Health, Safety & Security

- Ensure a personal awareness of and compliance with, policies and procedures related to health and safety, security, confidentiality and data protection.
- Ensure concerns are reported immediately to the delegated member of staff.
- Attend mandatory training and refreshers to ensure personal and up to date understanding of relevant policies and practices.

Equity, Diversity & Inclusivity

- Contribute to the development of a workplace culture that promotes equity, diversity and inclusivity.

Our recruitment has safeguarding at the heart of the process. We are committed to the safeguarding and promoting the welfare of children and young people and we expect all colleagues to share this commitment. Appropriate checks will be undertaken including an enhanced Disclosure and Barring Service (DBS) check.

We reserve the right to carry out an online search as part of our due diligence obligations on shortlisted candidates and candidates will be provided the opportunity to address any issues or concerns that may come up during the search at interview.

Successful appointment would be subject to:

- A satisfactory enhanced Disclosure and Barring Service check as well as a Social Media check.
- Qualifications and prohibition checks.
- Two satisfactory written references including from current/most recent employer.
- All positions are subject to a probationary period during which you will be fully supported.

King's Academy
Easthampstead Park

Person Specification: Food and Textiles Technician

Key Criteria	Essential	Desirable
Qualifications and Training	• Minimum of 5 GCSE's or equivalent, including Mathematics and English or experience of working in a food/hospitality environment	• Knowledge of cookery and food • Training related to working with children • Have undertaken first aid training
Competence Summary: **Knowledge, abilities, skills, experience**	• Enthusiastic • Ability to cope and respond sensitively to students' needs • Ability to motivate students • Knowledge and understanding of food properties, child development and craft • Ability to use Google Docs, email (Gmail), Internet Explorer, Word, Excel • Ability to relate well to adults and young people, responding sensitively and flexibly to competing demands from students and parents • Excellent communication, listening and observation skills • Ability to work independently and as part of a team using your own initiative when required • Creative with a flair for presentation	• Experience of working with children with learning difficulties • Some knowledge of behaviour management strategies • Knowledge of basic first aid
Work-related Personal Requirements	• Enthusiastic in outlook • Committed to equality of opportunity • Maintain confidentiality • Sense of humour • Empathy, resilience, persistence • Flexibility	
Other Work Requirements	• Be a First Aider for which training will be provided • Participate in training and development activities • To take part in the Appraisal process in school, taking responsibility for your own professional development and undertaking training as appropriate	
Safeguarding and Child Protection requirements	A satisfactory enhanced DBS check which will be conducted by us if you are appointed.	