

## Job Description

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**Job title:** Food and Textiles Technician

**Main purpose of job:**

To provide full technician support to teaching staff, particularly in the preparation and clearing away and cleaning of lesson materials. To clean and maintain equipment and classroom area after each lesson and any spillage when they occur.

**Department:** Design & Technology

**Location:** Plume Academy

**Position reports to:** Senior Technology Technician

**Position is responsible for:** N/A

**Length of contract:** Permanent – 25 hours per week, Mon – Fri; Term time only – 38 working weeks

**Salary:** Plume Academy Support Pay Scale Band 2 Points 11-14  
Actual Starting Salary - £12,470

### Key Responsibilities and Accountabilities

**Main Duties:**

- to ensure the efficient preparation and organisation of lesson materials as required
- to support teaching staff and pupils during lessons
- to provide assistance to all department staff as required
- to maintain and clean equipment as requested
- to ensure safe storage and use of equipment
- to purchase departmental resources
- to maintain appropriate stocks for the department in liaison with the head of department
- to work alongside staff in preparing materials for examination coursework
- to liaise with maintenance staff regarding any gas/fume problems which may occur
- to ensure the application of Health & Safety procedures and to raise awareness of Health & Safety issues specifically in relation to food and textile.
- to undertake any training commensurate with the post
- to assist in ensuring the safe conduct of students in the department

**General**

- to participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager
- to comply with individual responsibilities, in accordance with the role, for health and safety in the workplace
- ensure that all duties and services provided are in accordance with the Academy's Equal Opportunities Policy

**The Trustees are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment**

**Date of next review:** Annually in line with the PMR process.

## Person Specification

<b>Person Specification - Qualifications and Experience</b>	<b>Essential</b>	<b>Desirable</b>
Educated to Level 2 standard of education – Including Maths and English qualification	✓	
A qualification in food hygiene or the desire to obtain one	✓	
Evidence of further professional study		✓
Good level of understanding of ICT in Microsoft packages – Including excel	✓	
High standards of achievement and professionalism	✓	
Excellent communication skills both written and oral and the ability to communicate effectively with students and staff	✓	
Experience of assisting staff and students to resolve classroom issues		✓
Experience of responsibility in a pastoral area		✓
<b>Knowledge, Skills and Abilities</b>	<b>Essential</b>	<b>Desirable</b>
Thinking creatively to anticipate and solve problems	✓	
Organisational and planning skills including prioritisation of tasks	✓	
Demonstrates outstanding leadership traits and is comfortable as a team player	✓	
Ability to work as part of a team and on own initiative and with resilience	✓	
Ability to utilise data effectively to monitor progress and evaluate performance	✓	
Staying calm and cheerful when working under pressure	✓	
Has the knowledge, understanding and experience of additional support and outside agencies to assist in meeting pupils needs		✓
Sharing and contributing to the aims and ethos of Plume Academy including a positive attitude to working with people with disabilities	✓	
Commitment to the personal development of all students, staff and self	✓	
Knowledge and understanding of safeguarding issues	✓	
Ability to involve parents/carers, teachers, pupils, and other stakeholders constructively in assisting with pupil needs	✓	
<b>Personal Qualities</b>	<b>Essential</b>	<b>Desirable</b>
Treats people fairly, equitably and with respect to maintaining positive working relationships	✓	
Ability to maintain trust and be highly respected by staff	✓	
Has high expectations and shows a passionate commitment to developing the best in young people	✓	
A creative and imaginative thinker who has the ability to identify innovative solutions to problems		✓
High level of communication skills both written and verbal and ability to address a range of audiences	✓	
Commitment to safe-guarding and promoting the welfare of young people	✓	
Flexible and adaptable	✓	