

Great Academy Ashton

JOB DESCRIPTION

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| Post: | Food Technology Technician |
| Reporting to: | Head of Technology |
| Salary Scale: | Band 3 |
| Academy Type: | The Academy is a publicly funded independent secondary Academy for pupils aged 11 – 19 |

JOB PURPOSE

The Food Technician plays a vital role in supporting the delivery of high-quality food preparation and nutrition education. The post holder is responsible for the effective preparation, maintenance, and management of food technology resources, ensuring a safe, hygienic, and well-organised learning environment. By working closely with teaching staff, the Food Technician enables practical learning, supports curriculum delivery, and helps ensure compliance with health, safety, and food hygiene standards, while contributing to an inclusive, efficient, and forward-thinking department.

KEY RESPONSIBILITIES

Preparation and Support for Teaching & Learning

- Prepare all equipment, ingredients, and resources required for lessons, assessments, and examinations, ensuring these are available in the correct teaching space at the required time.
- Set up specialist food technology equipment and workstations in line with lesson plans, health and safety requirements, and curriculum specifications.
- Support practical lessons and demonstrations under the direction of teaching staff, including modelling safe working practices and correct use of equipment.
- Provide practical support during internal and external examinations and controlled assessments as required.

Classroom, Equipment & Environment Management

- Clear, clean, and sanitise all equipment, utensils, and work surfaces after lessons and examinations, maintaining a consistently high standard of hygiene.
- Ensure food preparation rooms, teaching kitchens, and preparation areas are kept organised, clean, and inspection-ready at all times.
- Carry out routine maintenance of equipment and undertake minor repairs where appropriate, report faults or damage promptly.
- Support the presentation of classrooms and shared areas, including assisting with the display of pupils' work and curriculum information.

Health, Safety & Compliance

- Work at all times in accordance with Health and Safety legislation, including COSHH, food hygiene regulations, allergen management, and risk assessments.
- Maintain accurate and up-to-date records relating to health and safety, food safety, cleaning schedules, temperature logs, and equipment checks.
- Carry out regular safety checks of equipment and facilities, escalating concerns in line with academy procedures.
- Support the implementation of safeguarding procedures by maintaining a safe learning environment and adhering to safeguarding policies at all times.

Stock Control & Procurement

- Manage stock control systems, ensuring ingredients and materials are rotated correctly, within use-by dates, and stored in accordance with food safety guidance.
- Maintain an accurate inventory of ingredients, consumables, and equipment, using digital systems where applicable.
- Liaise with teaching staff to forecast requirements and place orders in a timely and cost-effective manner.
- Undertake online ordering and, where required, occasional local purchasing of ingredients and supplies.
- Monitor stock usage and costs, contributing to efficient budget management.

Events, Enrichment & Wider Support

- Support curriculum enrichment activities, including food-related events, themed days, competitions, open evenings, and extra-curricular activities involving food technology students.
- Work flexibly as part of the technician team, providing support to other technicians, departments, or areas of the academy when required.

OTHER DUTIES

Digital & Systems Use

- Confidently use digital tools for stock management, ordering systems, health and safety documentation, and communication.
- Support the department in adapting to new technologies and equipment introduced as part of curriculum or sustainability initiatives.

Sustainability & Environmental Responsibility

- Support sustainable working practices, including reducing food waste, responsible sourcing of ingredients, recycling, and energy-efficient use of equipment.
- Promote environmentally responsible food preparation practices in line with academy sustainability goals.

Inclusion, Accessibility & Pupil Wellbeing

- Support inclusive practice by helping adapt resources and preparation to meet the needs of pupils with allergies, medical conditions, SEND, or cultural and dietary requirements.
- Promote positive behaviour and respectful use of shared spaces during practical lessons.

Professional Development

- Engage in ongoing training, including updates in food safety, allergens, health and safety, digital systems, and curriculum requirements.
- Be proactive in developing skills relevant to the evolving role of a Food Technician.

Administration & General Support

- Undertake photocopying, resource preparation, and general administrative tasks as required to support the department.
- Assist with departmental audits, inspections, and quality assurance processes.

Generic tasks to all posts

- Promote the Academy as an inclusive institution which celebrates diversity and engages all learners and staff.
- Support and uphold the ethos and values of the Academy.
- Comply with all Academy policies and procedures, including those relating to safeguarding, Health and Safety, and data protection.
- Actively participate in Academy processes, including appraisal and performance review.
- Undertake relevant CPD as agreed with the line manager and attend meetings as required.
- Support and contribute to the Academy's links with parents, carers, and the wider community.

This post is subject to the enhanced level of Disclosure

This job description sets out the main duties and responsibilities of the post and each individual task may not be identified. The post holder will be expected to undertake such other duties as reasonably correspond with the general character of the post and are commensurate with its level of responsibility.

The job description may, in consultation with the post holder, be changed to reflect changes to the post.