COGNITA

THRIVE IN A RAPIDLY EVOLVING WORLD

Role Profile: Food Technology Assistant

Purpose

The post holder will be responsible for assisting both teaching colleagues and pupils' in preparation for learning and support in Food Technology lessons within the Senior School (Years 7-11).

Key Accountabilities

PREPARING LESSONS
- Supervise students dropping in ingredients
- Distribute aprons, tea towels, dish cloths etc. before the start of a practical lesson
- Set up equipment stored in the prep room before lessons, ensuring it is clean and appropriate for use
- Set up ingredients and equipment for teacher demonstrations, and clear away afterwards
- Ensure washing up liquid bottles, multi-surface and all consumables are filled ready for use

DURING LESSONS
- Support students in Food Technology and Art lessons
- Clean up spillages and/or breakages in lessons
- Intervene if students are observed to be involved in dangerous activity, e.g. knife skills, electrical equipment, etc.
- Help students in washing up, drying up or clearing away
- Ensure all equipment is returned clean and dry
- Administer first aid in case of accidents in lessons and record in Accident Book

AFTER LESSONS
- Organise washing and drying of dish cloths, tea towels, aprons etc.
- Clear away and wipe down after Food Technology and Art lessons, ensuring the room is clean and tidy for the next lesson. This includes sinks, oven tops, surfaces and the floor
- Equipment checked and recorded for damage and fault
- If some food is cooking at the end of the lesson, monitor and remove from oven when cooked. Store as appropriate for collection at the end of the day
- Prepare for afterschool clubs
- Supervise pupils at the end of the day, collecting food to take home

ADMINISTRATION
- Manage stock levels of larder, fridge and freezer ingredients
- Manage sell-by dates of ingredients and dispose of when necessary
- Order food for whole school cooking and receive/pack away food deliveries
- Keep up-to-date lists of equipment quantities and highlight when replacement/additional equipment is needed
- Weekly clean of hobs, ovens, fridges, freezer, electrical equipment and anything else, as required
- Weekly clean and sort of equipment storage in the prep room, student cupboards and blue boxes
- Photocopying, printing, laminating and all other requirements for lesson resources and classroom displays
- Assist with preparation of annual department budgets as required

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Safeguarding Responsibilities

- To comply with safeguarding policies, procedures and code of conduct
- To demonstrate a personal commitment to safeguarding and student/colleague wellbeing
- To ensure that any safeguarding concerns or incidents are reported appropriately in line with policy
- To engage in safeguarding training when required

Person Specification

	Essential	Desirable
Skills	- Clear evidence of an ability to work alongside children in an educational setting - An ability to communicate effectively with parents, children and staff in a variety of ways - An ability to think originally and creatively and show initiative - An ability to cope with a busy working day and a varied programme of teaching - Evidence of the ability to work as a member of a team - Excellent administrative abilities - High standards of professionalism	Excellent administrative abilities
Qualifications	Level 2 Food Hygiene Certificate	- First Aid trained - Courses of further study relevant to the post - Qualifications in additional areas of interest
Experience		Working with children of a similar age
Other	- An understanding of, and a commitment to the ethos of the school as a community - An understanding of, and a commitment to the ethos of the school as a community - A sense of humour - Warmth and sensitivity	

	• A concern for the reputation of the school	

Key Stakeholders:

Internal – All school staff, students.

External – Suppliers, parents.

Signed: …………………………………………

Name (print): …………………………………..

Date: …………………………………………..