

Food and Textiles Technician - Job Description

Salary	Grade C, points 2-4
Location	St. Aidan's CE High School
Contractual basis	Permanent, NJC pay and conditions
Responsible to	Headteacher, under the day-to-day management and leadership of a member of the Senior Leadership Team.
Responsible for	N/A

Overall Purpose of the Job

The post of Food and Textiles Technician is a technical position, responsible for preparing materials for the practical element of teaching.

The role requires close working with the teaching staff and to maintain stock levels of materials and equipment.

Areas of Accountability

- Prepare equipment/resources/materials for use as set out in schedules and instructions in all areas of the Food and Textiles department.
- As required, produce resources (electronic or practical) to support teaching in all areas of the Food and Textiles Department.
- Take responsibility for maintenance and cleaning of equipment, check for quality/safety, undertake minor repairs/modifications within own capabilities and report stock checks.
- Assist the teaching staff and pupils to implement the practical aspect of the teaching programme.

Specific Responsibilities of Food and Textiles Technician

Knowledge and Understanding

- Ability to support all areas of the Food and Textiles Technology Department.
- An understanding of, or a willingness to be trained in the use of Food and Textiles specialist machinery.
- A friendly welcoming service for staff and pupils with quick response times.
- The ability to deal with pupils, staff and parents positively and respect confidentiality.
- Excellent communication skills and ability to build effective working relationships with staff and management at all levels.
- Excellent organisational skills.
- Competent IT skills, for example, in the use of Microsoft Word and the internet.
- Self-motivation and the ability to work independently. A 'can do' approach.
- An ability to work within a team environment and be supportive of the overall team effort.
- A willingness to attend training as required to develop expertise and knowledge to include, but not limited to, mandatory school training, EVAC chair, Safeguarding and Health and Safety training.
- Have a flexible approach, with a willingness to work outside of the normal school day on occasion.
- Show an interest in improving the standards and service provided by the school.
- Experience of working with children in an educational setting
- A willingness to play an active part in the life of the school and to participate in extra-curricular activities

Other specific duties

- Any other duties commensurate with the role

This job description forms part of the contract of employment on appointment. It will be subject to review and may be amended at any time after consultation, and with the agreement of the postholder.

[January 2025]