

# Martin High School



## **JOB DESCRIPTION**

### **FOOD/TEXTILES TECHNICIAN**

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Website: [www.martinhigh.org](http://www.martinhigh.org)

Chair of Governors: Ms Pam Whitehead  
Executive Head Teacher: Mrs Laura Sanchez  
Associate Head Teacher: Mr Paul Wicken

December 2018

## **JOB DESCRIPTION**

**Job Title:** Food/Textiles Technology Technician  
**Grade:** 5  
**Hours:** 22 hours per week, term time only

### **Job Purpose**

To support within the Design and Technology Department in the planning, preparation and delivery of the curriculum. This role is focussed on the areas of Food Technology and Textiles Technology.

### **Objectives**

- To support technology staff in resourcing and managing the department's areas for the benefit of pupil learning;
- To assist the technology staff in the smooth running of the technology department on a day-to-day basis;
- To work with the department team to promote and develop the subject within the school, to the students and beyond.

### **Principle Responsibility Areas**

- To support teaching staff in their use of resources within this curriculum area;;
- To be responsible for ensuring that the food preparation areas, including cooker tops, worktops, utensils, cupboards and equipment are kept as hygienically clean as possible so as to ensure proper food safety guidelines are adhered to at all times;
- To keep cleaning and equipment records as appropriate;
- Along with the team, to take responsibility for the organisation tidiness and presentation of the technology rooms;
- To keep up to date with equipment operational procedures and health and safety regulations;
- To assist with the support of student access to the schools technology resources during the school day;
- To provide teaching staff with relevant group lists ensuring all SEN information is included where possible;
- To prepare materials and resources for practical lessons (setting up equipment, food samples, weighing out, fabric swatches, paints, threads and project fabric etc). This will require knowledge of Schemes of Work and forward planning and prioritising own work to achieve this;
- To order equipment and materials for use in Textiles and Food Technology subjects by self and others in the department, seeking approval from the Head of Department;
- To maintain and keep equipment cupboards and store rooms in good order with registers/maintenance of equipment/machinery as required;

- To prepare rooms and work areas for lessons whilst considering health and safety standards and safe working practices, bringing any issues to the attention of the relevant teaching staff or Head of Department;
- To assist students with the storage and organisation of ingredients at the beginning at the end of the day;
- To undertake any other tasks which may be required from time to time elsewhere in the department as directed by the Head of Department.

December 2018