

Technician – Design Technology and Food & Nutrition

- POST:** Technician – Design Technology and Food & Nutrition
- SALARY RANGE:** Grade 4, SCP 7 – 12
- HOURS:** 37 hours per week, term time only (Occasional work during school holidays may be required)
- REPORTING TO:** Head of Faculty

JOB PURPOSE

To provide high-quality technical support to the Design & Technology (DT) and Health & Wellbeing (HWB) Faculties, ensuring that teachers and students have the resources, equipment, and safe working environment needed for effective teaching and learning.

Main Duties

Preparation & Organisation

1. Prepare materials, ingredients, tools, and equipment for practical lessons.
2. Assist in maintaining workshops, teaching areas and preparation rooms and their equipment, and ensure services are in good order.
3. Set up and clear down classrooms/workshops before and after lessons.
4. Maintain accurate stock levels and organise resources efficiently.
5. Maintain an organised and efficient storage system across the DT and HWB faculties

Classroom & Practical Support

1. Support during technical processes.
2. Provide guidance to students on correct and safe use of tools, machines, and ingredients.
3. Assist with the preparation for and set up practical examinations and internal assessments

Health & Safety

1. Ensure all equipment is maintained in safe working order.
2. Complete routine health & safety checks and report faults promptly.
3. Record all maintenance and safety checks using school systems.

4. Maintain PPE stocks and ensure pupils use equipment safely.
5. Ensure food hygiene standards and temperature checks meet statutory requirements.
6. Ensure workshops and kitchens are left in a safe condition at all times.
7. Assist with risk assessments and advise on safe practical techniques
8. Keep up-to-date with current health & safety guidance and good practice.
9. To record and maintain accurate records of data required for the Control of Substances Hazardous to Health (COSHH) regulations and risks assessments for the safe use of any equipment or materials.

Resource & Equipment Management

1. Carry out basic repairs and maintenance of tools, equipment and machinery.
2. Monitor and maintain stock level of consumables and resources within the faculties.
3. Manage the ordering of materials, ingredients, and consumables within faculty budgets.
4. Monitor, rotate, and safely store stock, ingredients, and hazardous substances.
5. Support in the production of displays and maintenance of learning environments.

Administrative Support

1. Support tracking of resources and maintaining an inventory.
2. Photocopying, laminating and preparing student booklets or recipe sheets if required.

Whole School & Professional Duties

1. To be responsible for your own continuing self-development and to participate in training and other learning activities and performance development as required
2. To be aware of and comply with policies and procedures relating to child protection, safeguarding, health and safety, security, confidentiality and data protection, reporting all concerns to an appropriate person as soon as they arise
3. Actively promote equal opportunities and support the delivery of services which are accessible and appropriate to the diverse needs of service users
4. To carry out health and safety responsibilities in accordance with the School's Health & Safety Policy.
5. Attend and participate in meetings as required.
6. To undertake such other duties and responsibilities commensurate with the grade as may be reasonably required by the Headteacher or as a mutually agreed development opportunity.

Safeguarding:

Abertillery 3-16 Learning Community is committed to safeguarding and promoting the welfare of pupils and young people at all times. All staff are responsible for promoting and safeguarding the welfare of all pupils in accordance with the Learning Community's policy. The successful candidate will be required to undergo an Enhanced Check by the Disclosure and Barring Service (DBS).

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Qualifications/Relevant Experience	Essential /Desirable	Application Form	Interview
<ul style="list-style-type: none"> Strong practical skills in workshop environments and/or Competence in Food Technology environments, including safe handling of ingredients 	Essential		Yes
<ul style="list-style-type: none"> Experience working with materials, tools, machinery, or kitchen equipment 	Essential	Yes	Yes
<ul style="list-style-type: none"> Experience organising, preparing, or maintaining practical resources 	Essential	Yes	
<ul style="list-style-type: none"> Understanding of safe working practices in kitchens and/or workshops 	Essential	Yes	Yes
<ul style="list-style-type: none"> Willingness to undertake relevant Health & Safety training 	Essential	Yes	Yes
<ul style="list-style-type: none"> Food hygiene qualification 	Desirable	Yes	
<ul style="list-style-type: none"> First Aid and/or COSHH training 	Desirable	Yes	
Knowledge & Skills			
<ul style="list-style-type: none"> Ability to follow instructions and work independently and manage workload. 	Essential	Yes	Yes
<ul style="list-style-type: none"> Good ICT skills able to use Microsoft Office, Google Suite and emails 	Essential	Yes	
<ul style="list-style-type: none"> Understanding of allergen management and food safety regulations 	Desirable	Yes	
<ul style="list-style-type: none"> Knowledge of CAD/CAM, 3D printers, laser cutters or specialist DT equipment. 	Desirable	Yes	

<ul style="list-style-type: none"> • Experience working in a school or educational setting. 	Desirable	Yes	
Personal Attributes			
<ul style="list-style-type: none"> • Commitment to the development and maintenance of good relationships with staff, parents, pupils, governors and the community. 	Essential	Yes	
<ul style="list-style-type: none"> • Positive attitude and willingness to support young people 	Essential		Yes
<ul style="list-style-type: none"> • Reliable, proactive, and flexible 	Essential	Yes	Yes