



HARLINGTON UPPER SCHOOL JOB DESCRIPTION



Job Title:	Food and Textiles Technician
Responsible to:	Subject Leader – Design Technology
Salary:	NJC Grade 2B
Hours:	Up to 37 hours per week

Purpose of the Post:

The Food & Textiles Technician works with teachers of Food & Textiles, Child Development and Health & Social Care to provide high quality learning opportunities for students. This will include preparing materials, managing resources providing flexible support to the work of the department in general.

The most important attributes we seek are an interest in this particular curriculum area, and a willingness to learn new skills as required. Training will be offered to develop the specific skills required for this post, as appropriate.

**Harlington Upper School is committed to Safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
All posts working with children will be subject to the disclosure of criminal records.**

Main duties and responsibilities:

1. To ensure that equipment and other resources are prepared for food and textiles practical lessons and examinations, including constructing and setting up equipment/ materials as required.
2. Working under the instruction/guidance of the teacher to support students during lessons as required.
3. Monitor parent pay and set up with admin and finance. Deal with teacher reimbursement, and generally liaise with Finance concerning orders, budget etc (Under the direction of the Food & Textiles Subject Leader)
4. To ensure that specialist rooms and equipment are kept clean and tidy and that appropriate safety regulations are met, including checking equipment for cleanliness and helping to ensure equipment is stored safely in the correct places.
5. To carry out laundry duties, including the washing and drying of tea towels and dishcloths and equipping the Food rooms with clean cloths and aprons for practical lessons.
6. To order stock supplies and inform line manager when further supplies are required; check goods delivered against orders and store appropriately; carry out stock taking and inventory checks; to purchase materials for use in the Food & Textiles Department, as required.
7. To record breakages of equipment and maintenance requirements, in accordance with school policy, and assist with department filing.
8. To maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential and sensitive information, to all parties both internal and external.
9. Update and maintain classroom/department displays regularly.
10. To undertake any other duties of a similar level and responsibility as may be required.

Person Specification

Food and Textiles Technician

Essential	Desirable
<i>Qualifications</i>	
Educated to GCSE level with English and Maths at Grade C or above	
<i>Skills and Experience</i>	
Experience of administrative work.	Experience of working in a school Experience of working with 13-18 year olds
Good experience of IT (Outlook, Word, Excel, PowerPoint)	Experience of maintaining a database Knowledge of SIMS software
Good communication and interpersonal skills with a customer services based attitude	
Ability to deal with conflicting demands, deadlines and interruptions and able to manage own workload.	
Ability to work as part of a team and use initiative when required	
Good organisational and record keeping skills	
Ability to maintain confidentiality at all times	
<i>Personal Attributes</i>	
Willingness to be flexible	
Willingness to undertake further training as appropriate	