



ST IVO SCHOOL

POST TITLE:	Technician for the Food Department
HOURS OF WORK:	Part-time, (20hrs, 39wks) (Monday – Friday 12.00PM – 4.00PM)
GRADE:	Scale 2
SALARY:	Point 12-14 (£17,173-£17,681) pro rata Actual Salary: Approximately (£7,904 - £8,132)

JOB DESCRIPTION - MAIN RESPONSIBILITIES

- 1 General domestic duties: cleaning including the cookers and checking of units in classrooms.
- 2 Laundry and maintenance of tea towels, dish cloths and oven gloves.
- 3 Rotation of stock in the classrooms and main store, including cleaning and tidying up stock cupboards.
- 4 Checking of freezers and fridges: storage and temperatures and rotation of stock.
- 5 Preparation of equipment and materials for lessons e.g. collection of food mixers or cake tins to one place. Weighing out ingredients for demonstrations and shopping for some ingredients.
- 6 Photocopying of information for use within the department.
- 7 Supporting pupils during practical lessons.
- 8 Preparing rooms for Adult and Community classes (ACL)
- 9 To maintain high standards of health and safety within the department.

PERSON SPECIFICATION

Qualifications: Essential

- A good standard of education (preferably at least 5 higher grades at GCSE A*-C or equivalent, including A*-C in English Language and Maths)
- Basic food hygiene training/certificate

Experience: Essential

- Domestic or commercial kitchen and food preparation experience

Experience: Desirable

- Health and Safety training and awareness
- First aid training
- Experience of working in a secondary school
- Experience of working with young people

Personal qualities: Essential

- Child-centred, enjoys working in an environment with young people
- Positive, can-do attitude
- Calm at all times
- Hard-working, always gives 100%
- Well-organised
- Reliable, for example: always meets deadlines, time management skills
- Able to work well both independently, showing initiative, and as part of a team

Personal qualities: Desirable

- Good sense of humour, quick to smile and laugh.

St Ivo School fully recognises the responsibility it has under section 175 (Section 157 for Independent Schools and Academies) of the Education Act 2002 to have arrangements in place to safeguard and promote the welfare of children.

Through their day-to-day contact with students and direct work with families, staff at the school have a crucial role to play in noticing indicators of possible abuse or neglect and referring them to Social Care via the Cambridgeshire Direct Contact Centre (Designated Person for Child Protection to refer)

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.