



## Job Description

Job Title: Food Technician  
School: Wetherby High School  
Pay Range: A1-A3 (points 8-13)  
Responsible to: Subject Leader – Food

### Role:

To provide comprehensive teaching support within the Food Department, but with flexibility to assist across the school when required.

### Main Duties:

1. To be responsible under the direction of teaching staff for the preparation of food and resources for teaching lessons.
2. To provide appropriate support to students within the classroom environment.
3. To keep all areas of the department clean and hygienic, including, but not limited to work surfaces, equipment, cookers and equipment.
4. To check all services (gas, electricity & water) within the department and ensure timely reporting of any issues identified.
5. Regularly check all teaching equipment, ensuring that anything that is identified as unsuitable for use is reported to the subject teacher and subject leader. Maintain a record of equipment condition.
6. To ensure all practices meet Food Hygiene standards and Health & Safety legislation.
7. Maintain stock lists within the department, ensuring that materials are available to support lessons.
8. To purchase items as required by teaching staff.
9. To support Flexible Learning Clubs which take place once the school day ends.
10. To fulfil the role of coach to a small group of pupils and participate fully in training as required.
11. To support the administration of school events and attend if required.
12. To undertake ad hoc duties as may be required by the Headteacher and / or Senior Leadership Team from time to time.
13. To adhere to school policies and procedures.
14. To ensure promotion and support of Equal Opportunities and Health & Safety.
15. To be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
16. To be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
17. To contribute to the overall ethos/work/aims of the school.
18. To appreciate and support the role of other professionals.
19. To attend relevant meetings as required.
20. To participate in training and other learning activities and performance development as required.

21. To assist with the supervision of pupils out of lesson time, including before and after school and at lunchtimes.

22. To accompany teaching staff and pupils on visits, trip and out of school activities as required.

Any Special Conditions of Service:

There is a requirement to submit to an enhanced Disclosure and Barring background check.

Term time working – There may be a need to occasionally work outside of school hours and off school premises, as required by the school.

No smoking policy.

Signed (employee): ..... Date: .....  
Signed (line manager): ..... Date: .....