

St. Joseph's Catholic College

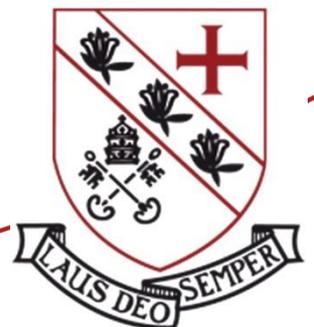
Ocotal Way
Swindon, SN3 3LR

Tel: **01793 714200**
Fax: **01793 714270**

info@stjosephscollege.net
www.stjosephscollege.net

Food Technology Technician

Candidate Information Pack



Dear Applicant,

Thank you for your interest in the Food Technology Technician post currently being advertised at St. Joseph's Catholic College.

St Joseph's is a large, popular and fully comprehensive school near the centre of Swindon. We are currently heavily subscribed in all years from 7 – 11, with a total of 1350 students on site. We also have a specialist SEND unit, housing up to 12 students in each year group.

We are a fully inclusive school and our students come from the full range of socio-economic groups in the town, with 16% currently in receipt of pupil premium funding. The current 10% of our students with special educational needs are fully and expertly supported, as are those with disabilities. Our student body is truly multicultural, with English being an additional language for 48% of them.

The diversity described above is one of the factors that makes our school such a vibrant and exciting place to work.

In January 2018 we were inspected by OFSTED and our status as a 'good' school was confirmed.

We have excellent facilities for students and a great environment for staff. As a consequence, we have many long serving, committed staff.

If you would like to come for an informal visit you are most welcome to do so by contacting our HR department. We do not require staff to be people of any faith for this post but we do ask that applicants respect the Christian ethos of the college.

Yours sincerely,

Helen Peace

Co-Principal/Director of Finance and Operations



Job Description: Food Technician

1. Core Purpose and Main accountability

To assist in delivering food lessons, by providing support, ordering and preparing ingredients, maintain specialist equipment and resources for demonstration or use by the students.

2. Key Responsibilities

- To prepare ingredients and resources for lessons and assist students as directed by the teacher
- Order and store ingredients for lessons
- Assist teaching staff by setting up equipment in the Food room and clearing away and cleaning to maintain appropriate levels of hygiene in the classroom
- Maintenance of food preparation equipment and work stations, ensuring they are safe to use and cleaned regularly as per the cleaning schedule and in line with health and hygiene regulations
- Advise and assist students during lessons where appropriate
- Check and inform colleagues of all Health and Safety issues
- Ensure staff and facilities comply with all relevant legislation, policies and procedures
- Establish the organisation and inventory of material, equipment and consumables within the food technology classroom
- Support teacher with displays and school activities

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified

Safeguarding children

- To promote and safeguard the welfare of all children and young people that you are responsible for, or come into contact with.
- Staff must work in accordance with the South West Child Protection procedures and Child Protection/Safeguarding Policy and understand their role within that Policy.

Team Working

- To ensure that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons, and to comply with the school policies and procedures relating to health and safety and equality of opportunity.
- To work co-operatively with colleagues to achieve the aims and objectives of the post and the school.
- To participate positively in the implementation of new working methods and practices as required.
- To undertake other duties within his/her competence or otherwise appropriate to the grading of the post as required.

Personal Development

- To work positively and constructively with the line manager to identify strengths and agree an action plan in relation to development needs, to set these out in a personal development plan which will be reviewed regularly with the line manager
- To be aware of the current national and local issues relating to Education insofar that they affect the post.

It is a requirement, in accord with the guidance of the Catholic Education Council, that staff in Catholic Colleges should *“have regard to the Roman Catholic character of the College and not do anything in any way detrimental or prejudicial to the interests of the same”*.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The College will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.



Person Specification

Food Technician Person Specification	Essential	Desirable
Qualifications and Professional Development		
GCSE A-C in Maths and English		✓
Food Hygiene & Safety certificate		✓
First Aid at work training		✓
Experience		
Previous experience of working with children	✓	
Experience of working in a school environment		✓
Experience working in a kitchen environment		✓
Experience in the preparation and cooking of food dishes in any context (including domestic)	✓	
Working in an environment where experiences included taking initiative and self-motivation	✓	
Knowledge, Skills and abilities		
Good communication and interpersonal Skills	✓	
Understanding of Health & Safety in a kitchen environment	✓	
Evidence of previous food preparation knowledge		✓
Good literacy and numeracy skills and able to use ICT	✓	
Personal Outlook		
Be self-motivated.	✓	
Ability to relate well to children and adults.	✓	
Ability to work under pressure.	✓	
Must be proactive.	✓	
Have excellent communication skills.	✓	
Flexible, methodical, friendly and efficient	✓	
Safeguarding Children		
Ability to form and maintain appropriate relationships and personal boundaries with children and young people	✓	
Sound attitudes to the use of authority and maintaining discipline		✓
Vision		
Appreciation of, personal comfort with and contribution to the Christian ideals of the College.	✓	
Demonstrable commitment to College ethos	✓	

St. Joseph's Catholic College

In 1958 St. Joseph's Secondary School was opened for pupils aged 11 to 15 to provide Catholic education within the Clifton Diocese. Built close to the centre of Swindon, the school soon became widely recognised for its academic achievement and active promotion of moral values. The College moved to state of the art buildings in 2006 and has excellent facilities across music, drama, sports, science, art and technology.

We place our students at the heart of everything we do.



Our Mission

We are dedicated and proud to provide exceptional, inclusive and inspirational education to students of all faiths, and none, in a Catholic setting. We pride ourselves on providing an aspirational and supportive environment, which enables all of our students to thrive in school and in life.

Our Vision

Every student leaves us with the education and experiences to enable them to thrive academically and empower them to enrich their own lives, and those around them. Education at St Joseph's takes place in a fully inclusive environment where students learn to value diversity. Students are supported by their peers and inspired by committed staff. Our strong, proactive partnerships help us continually improve our school and sustain excellence.

Our Values

- **Respect**
- **Inclusivity**
- **Equality**
- **Nurturing**
- **Growth**
- **Accountability**

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