

# Job Description

Establishment: Outwood Academy Shafton

Post Title: Technology Assistant (Food)

Grade: 3

Reporting to: Head of Department

## Overall purpose of the post

- Supporting teaching and learning in the Technology Department on a day to day basis as directed by the Head of Department.

## Responsibilities and accountabilities

1. Ensuring laundry is washed and dried in time for the next day it is needed.
2. Preparing and clearing away of food demonstrations.
3. Preparing and clearing away of stock and equipment for lessons.
4. Sorting and filing worksheets, including filing end of module RoA sheets.
5. Photocopying and supporting teachers in the production of departmental materials.
6. Cleaning and checking equipment storage areas.
7. Cleaning communal equipment, e.g. fridge, washing machine etc.
8. Cleaning of dry food storage areas.
9. Restocking of consumables, e.g. washing up liquid, dry food tubs etc.
10. Assisting with the collection of food products at the end of the day.
11. Re-stocking of ingredients, stock rotation and control.
12. Assisting with the Food Technology Department orders.
13. Retrieving contact numbers/addresses from computer. Addressing envelopes.
14. Assisting with stock taking.
15. Maintaining technology related machinery.
16. Cutting and preparing materials for textiles.
17. Preparing work for display.
18. Helping to put up displays.
19. Supporting community lead initiatives including healthy eating
20. Assisting teachers to support teaching and learning in the classroom
21. Fire Marshall duties in the case of Fire and/or Emergency Evacuation
22. To comply with the school's Child Safeguarding Procedures, including regular liaison with the school's Designated Child Safeguarding Person over any safeguarding issues or concerns;
23. To comply with the schools policies and procedures at all times.

Undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation.

**Personal Contacts**

External	Contractors, suppliers, parents and external agency professionals.
Internal	Students, staff, Governors, parents and any other visitors to the school.

This job description may be subject to change, following consultation between the post holder and the school.

**June 2014**