



Food and Nutrition Technician

Job Purpose

To provide support to teaching staff and classes in the Food and Nutrition areas. To adopt a flexible style in order to tackle a range of routine duties in the Department.

Hours

30 hours per week, Term-time only
8.00am–4.15 pm Monday, Tuesday, Thursday, and Friday (7.5 hours per day, plus 45 minutes for lunch)
Permanent

Report to

Head of Food and Nutrition

Department

Food and Nutrition

Key Responsibilities & Accountabilities

- Assist individual or small groups of pupils in completion of practical tasks.
- Assist in classes with the completion of practical tasks.
- Purchase of materials and components for pupils' practical work and maintaining accurate records of ordering.
- Prepare materials for use by pupils and staff, i.e. relevant food and cleaning equipment. Ensure that pupils have access to cleaning materials in practical lessons (soap, towels and dishcloths).
- Prepare equipment for use by pupils and staff.
- Check and maintain the hygiene of the department and protective clothing (aprons and oven gloves).
- Wear appropriate protective clothing when involved in handling or working with food.
- Ensure that all kitchen cloths, tea towels and dishcloths are collected at the end of each lesson.
- Units to be checked/sorted for missing/misplaced/damaged equipment.
- Maintain tools and equipment in good working order ensuring they comply with current health and safety regulations.
- Regularly check the date codes of food products in the food cupboard and fridges and remove out of date products.
- Regularly check the freezer and fridges are operating within safe temperature ranges.
- Check rooms at the end of the day ensuring good order is maintained. This should include shutting windows and putting away equipment.
- Attend department meetings.
- Liaise with maintenance staff when necessary to maintain the good order of the department.
- Be available for events involving the department outside of the normal school day as is considered reasonable by the Head of Department e.g. Open Morning and HADC Exhibition Evening

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Personal Specification

- Good time management skills and an ability to work to tight deadlines.
- Passionate about food and its preparation.
- Good organisational and planning skills, and be able to follow instructions.
- The ability to communicate well and liaise with all levels of staff and pupils.
- Versatility, a friendly demeanour and the ability to act on their own initiative.
- Integrity, confidentiality and patience.
- The successful candidate will be someone who understands the value of a good-humoured and ethical approach to working with others, knowing that the culture we embody is the one we create.

Safeguarding

In essence, Operational staff are the “eyes and ears” of the school and play a crucial role in early detection and should ensure that concerns are passed on to the appropriate person immediately.

Awareness and Vigilance:

- Being aware of and alert to signs and indicators of abuse, neglect, or other safeguarding concerns.
- Understanding that children may disclose concerns to any trusted adult, not just teachers.
- Remaining vigilant in all areas of the school, including corridors, playgrounds, and communal areas.

Reporting Concerns:

- Knowing the school's safeguarding policies and procedures for reporting concerns.
- Understanding the importance of reporting any concerns, no matter how small, to the designated safeguarding lead (DSL) or another appropriate person.
- Recognising that we all have a part to play in safeguarding children.

Creating a Safe Environment:

- Contributing to a positive and supportive school environment where children feel safe and listened to.
- Maintaining professional boundaries with students at all times.

To find out more about this role please contact recruitment@brentwood.essex.sch.uk who will put you in touch with the Head of Department, Molly O'Rourke.

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