

POST: DT TECHNICIAN (Resistant Materials and Food)

SALARY: H2

HOURS: Part time - term time only plus one week, 32.5 hours / week

(8.30am – 3:30pm; 30 minute lunch break)

RESPONSIBLE TO: HEADS OF RESISTANT MATERIALS & FOOD

Job Outline

To work with teachers to support teaching and learning for a wide range of students. In particular, maintaining high standards of cleanliness across the department, learning support in practical lessons, maintaining accurate risk assessment documentation, setting up practical lessons and preparing materials for those lessons. This is a physical role which requires a good level of fitness and strength as there is heavy lifting involved.

You must be willing to undertake a Level 2 in Food Safety and a DATA accredited Corte Health and Safety training course .

Job Description

Resistant Materials

- Helping and advising students during practical classes.
- Preparing resources (including cutting up wood) and teaching aids (such as jigs and fixtures)
- Assisting students to set up and make safe and proper use of machinery.
- Creating and maintaining accurate risk assessment and inventory documentation for all processes and machinery, and records regarding hazardous materials (C.O.S.H.H. data).
- To keep up to date with the latest health & safety guidance, legal requirements and good practice
- To schedule, undertake and record routine maintenance of all workshop equipment.
- To maintain the department's PPE by cleaning, inspecting and replacing where necessary
- To engage with ongoing professional development and keeping any required qualifications up to date.
- To assist the Head of Department with expenditure control, checking stock and ordering equipment and materials.
- Supporting after school clubs by preparing resources and supporting student work on a one-to-one basis.

Food

- Maintain high standards of cleanliness in the department
- Support the Food teacher by setting up practical lessons and clearing away
- Support students and teaching staff when doing practical tasks and spot demonstrations

- Checking and cleaning the food area and equipment to ensure it is clean and in the correct place
- To undertake routine maintenance of equipment and to maintain all equipment and utensils in good working condition
- Purchase ingredients, equipment and cleaning materials
- Calculate and weigh out the amount of ingredients required for a class practical and make sure they are available
- Ordering of items of stock, checking deliveries and ensuring suitable storage and stock
- Prepare materials, equipment and resources for lessons
- Administrative tasks e.g. filing, photocopying and laminating
- Keep health and safety documents up to date in accordance with school policy and statutory requirements
- Ad hoc tasks involving the organisation and supervision of students

Across the department and college

- Cleaning, including daily cleaning and routine cleaning of white goods and ovens
- Display
- Invigilation
- Cover tutor in staff absence
- Attend Department meetings

General responsibilities

- ◆ To build and maintain successful relationships with students, treating them consistently with respect and consideration.
- ◆ To be involved in keeping records and evaluating identified students' progress.
- ◆ To work as part of a flexible and supportive team to further the ethos of the college
- ◆ To participate in training and other learning activities, and in performance management and development, as required by the college's policies and practice
- ◆ To be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection; and report all concerns to an appropriate person
- ◆ to contribute to and support the overall aims and ethos of the college.

Person Specification

- ◆ An ability to build good working relationships with both students and adults
- ◆ Good organisational skills
- ◆ Enjoy working with and have an interest in young people
- ◆ Good literacy, numeracy and ICT skills
- ◆ Ability to work with a minimum of supervision and within a team
- ◆ Ability to manage students in a classroom setting and deal with challenging behaviour

The above list of job duties is not exclusive or exhaustive and the post holder will be required to undertake such tasks as may reasonably be expected within the scope and grading of the post.

September 2025