



# The Role

Title:	<b>Food Technician</b>
Contract:	<b>Permanent</b>
Hours:	<b>18.75 hours per week (term time only) Monday – Wednesday 8:30-15:15</b>
Grade:	<b>5</b>
Pro-rata Salary:	<b>£11,501 - 12,287 Pro- rata (FTE = £26,402 - £28,207)</b>
Start Date:	<b>ASAP</b>
Closing Date:	<b>Wednesday 11<sup>th</sup> February at Midday</b>
Interview Date:	<b>To be agreed</b>

An exciting opportunity has arisen for a highly motivated and efficient Food Technician to join our busy school.

USH is a heavily oversubscribed community school with just over 1050 students and 140 staff. We are incredibly proud of our family ethos and our success in delivering values-led education. We are known for our excellent career progression routes and we attract professionals who are willing to contribute to our sustained success. USH is a Leading-Edge School, consistently ranked high in Hampshire schools for overall achievement. The school was delighted to be awarded SSAT accreditation for Transforming in Principled Curriculum Design in 2023 and Wellbeing in 2024.

We are seeking a dedicated and organised Food Technician to join our school's dynamic plant-based focused Food and Nutrition team, supporting the delivery of high-quality food education by preparing ingredients, maintaining kitchen equipment, and ensuring a safe, hygienic learning environment for our students.

Our department Food Vision should appeal to the successful candidate:

**“The USH kitchen is an exciting, safe and joyous place where student leaders are challenged to mix together the ingredients of teamwork, human and planetary health, life skills and global culture to create transformative and unforgettable experiences”**

About you: we are looking for someone who:

- Has a passion for food and nutrition and planetary health with a keen interest in supporting students' learning.
- Is organised, reliable, and able to manage multiple tasks efficiently.
- Possesses excellent communication and teamwork skills to collaborate with teaching staff and students.
- Demonstrates a strong understanding of health, safety, and food hygiene practices.
- Is proactive, resourceful, and can work independently in a fast-paced school environment.
- Holds relevant qualifications or experience in food technology, catering, or a similar role.
- Has a positive attitude and a commitment to fostering a safe and supportive learning space.

## APPLICATION PROCEDURE

We positively encourage prospective candidates to enquire about our school prior to applying. Please contact our recruitment team via email: [recruitment@ushschool.org](mailto:recruitment@ushschool.org)

Full details and application forms can be downloaded from our website: [http://uppershirleyhigh.org/staff\\_vacancies](http://uppershirleyhigh.org/staff_vacancies).  
Please return your completed applications to [recruitment@ushschool.org](mailto:recruitment@ushschool.org).

To give your application the best chance at being short-listed, where at interview you can demonstrate suitability for the role, please ensure you read the person specification and job description and give examples in your application. Should



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you be new to the education sector or do not have direct examples related to the person specification, do please provide examples from a similar experience.

***Please submit your application as soon as possible as we may invite candidates to interview before the closing date.***

## SAFEGUARDING

All schools within the Trust are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring Service checks along with other relevant employment checks.

## THE JEFFERYS EDUCATION PARTNERSHIP

The Jefferys Education Partnership is part of an umbrella Trust called the Hamwic Education Trust. At the Hamwic Education Trust we offer unique opportunities for those individuals that excel in education.

We aim to deliver an outstanding education to our pupils and to do so we must employ **outstanding** people.

We offer a training pathway for all employees including teachers, support staff and our middle and senior leaders.

Our staff have opportunities to work on cross phase projects and to work in other schools within the Trust in order to gain invaluable experience and enhance their skills.

## What we can offer you;





# Job Description

**Title: Food Technician**  
**Hours: 31.5 hours per week, term time only**  
**Responsible to: Head of Food and Nutrition**

## Duties and Responsibilities

- The duties and responsibilities are undertaken in consultation with the Head of Subject & Headteacher:
- Ensuring that the Food Technology Room is kept clean and hygienic, this includes cleaning sinks, work surfaces, cookers, microwaves, fridges, cupboards and small equipment.
- Shopping for ingredients for demonstrations and classes.
- Preparing ingredients and equipment for demonstrations and tasting sessions, washing up and clearing away afterwards.
- Weighing ingredients for classes where ingredients are supplied.
- Washing tea towels, aprons and dishcloths, ensuring there is enough clean linen for all classes.
- Put out trolleys of specialist equipment for practical use.
- Making sure that the supplies of washing up liquid, disinfectant spray, hand soap and paper towels are topped up regularly.
- Monitoring stock levels of consumables and stationery and re-order as necessary.
- Helping with practical lessons- in line with the health and safety report
- Sourcing new equipment and shopping for this.
- Ordering supplies electronically and packing away.
- Keeping inventory of equipment up to date.
- Photocopying as required for other classes.
- Keeping display boards up to date and renewing when required.
- Helping set up for open evenings, making food during the day and supervising pupils making food during the evening and clearing up afterwards.
- Typing up recipes if required.
- Knife sharpening

## Additional Responsibilities

- Monitoring, calculating and reporting the ongoing PP budget each term in relation to the catering department
- Joint verbal planning of practical lessons
- Supervising non-specialist technicians when they are in the department
- Supervising day to day activities of work experience students
- Potentially helping to set up possible extra-curricular food club
- Undertaking practical exam set-up and smooth running of the days.

- Delivering the re-explanation of cover-work to supervisors and supply and dealing with the redistribution of resources
- Carrying out lunchtime and break time duties as directed.

**Supporting the school**

- At an appropriate level, according to the job role, grade and training received, all employees in the school are expected to:
- Support the aims, values, mission and ethos of the school and participate in a team approach to all aspects of school life.
- Attend and contribute to staff meetings and INSET days as required and identify areas of personal practice and experience to develop.
- Take appropriate responsibility for safeguarding and children's welfare and be aware of confidential issues linked to home/child/teacher/school and keep confidences appropriately.
- Be aware of health and safety issues and act in accordance with the school's H&S Policy.

**Other Duties**

- The postholder may be expected to carry out duties other than those given in the job description where the level of responsibility is similar and he/she has appropriate qualifications or receives appropriate training to carry out these duties.

**The postholder must:**

- Ensure that trust policies and procedures are implemented and followed;
- Work as appropriate with the Trust Central Services team in matters relating to Finance, HR, IT and Health and Safety

# Person Specification

Skills/ ability/ experience	To do what?	How well? Now or with training?	How important at the time of appointmen t?
<b>Knowledge &amp; Understanding</b>			
Technical knowledge and the ability to demonstrate and operate a range of specialist catering equipment or willingness to learn.	To support the effective teaching of Food and Nutrition across the school, including preparing resources, materials and equipment for the learning activities set by the subject teacher	Preferable Training can be completed on site	4
Food hygiene qualification (level 2)	Ensure the correct and safe use, storage, inspection and disposal of food and subject equipment  To provide the theoretical context for the role	Preferable  Training can be completed on site	4
Experience of working in a relevant position within a school environment	To support the learning activities set by the class teacher for individuals or groups of pupils and provide invigilation and technical support for examinations as required	Desirable	3
<b>Mental Skills</b>			
Reasonable analytical ability	To design, construct, and interpret recipes and instructions  To carry out Risk Assessments	Now	4
<b>Interpersonal &amp; Communication Skills</b>			
Ability to communicate information and ideas effectively to a range of audiences, through good written and oral communication skills	To support the learning for pupils, through demonstration of experiments and safe use of equipment  To develop and maintain effective working relationships with colleagues, pupils and "partners" of the school	Now	4

<b>Physical Skills</b>			
	To use precision in the measurement of food ingredients	Now	4
<b>Initiative &amp; Independence</b>			
Ability to work effectively under own initiative as well as working as part of a team	To work alone for periods of time and to plan and organise own workload (within the constraints of teaching staff requirements)	Now	4
<b>Physical Demands</b>			
Ability to lift moderate weights	To lift and carry equipment as resources as required	Now	3
<b>Mental Demands</b>			
To be able to cope with changing prioritisation in daily tasks.		Now	4
<b>Emotional Demands</b>			
Empathy with emotional needs of students.		Now	4