



| **Job Title:** | Food and Nutrition Technician |
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| **Hours:** | Full or Part time |
| **Status:** | Temporary |
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**Responsible to:** Head of Faculty

**Job Purpose:**

The post-holder will play a vital role in supporting the delivery of Food and Nutrition lessons through practical, administrative and classroom support.

**Main Duties:**

* The Food and Nutrition Technician will support classroom teachers by creating and maintaining a purposeful, orderly and productive learning environment
* Be responsible for timely and accurate organisation, preparation and safe and effective use and cleanliness of specialist equipment, resources and materials t in the learning environment.
* Be responsible for maintenance, quality, safety and cleanliness of specialist equipment, only undertaking repairs and maintenance within own capabilities and arrange for other repairs, maintenance and modifications to be carried out by others.
* Be responsible for maintaining records, information, and data for the food hygiene and food safety of the learning environment.
* Be responsible for the management of stock levels, ordering supplies, receipt of ingredients and materials and maintaining accounts with the Head of Faculty.
* Preparing and clearing away ingredients for all lessons.
* Preparing and clearing away for all demonstrations.
* Assisting and supporting pupils providing advice and guidance as required.
* Preparation and maintenance of displays as required.
* Support with visits, excursions, open days and promotional events and assist with planning and preparation as required with the Head of Faculty.
* Promote and ensure the health, safety and hygiene of a clean and tidy learning environment.
* Assisting in the administration of coursework, worksheets, input of data and photographs and general administrative tasks.

**Child Protection and Safeguarding**

Safeguarding and promoting the welfare of children is everyone’s responsibility. Everyone who comes into contact with children and their families has a role to play. In order to fulfil this responsibility effectively, all practitioners should make sure their approach is child-centred. This means that they should consider, at all times, what is in the best interests of the child (KCSiE 2023).

You must comply with the Queen's College Child Protection and Safeguarding Policy and Procedures and the requirement to report any concerns relating to the safety or welfare of children.

**Additional Duties:**

To undertake such additional duties as may be reasonably required commensurate with the level of responsibility within the College.

The post-holder will undertake assigned duties and responsibilities, ensuring that all actions are discharged within the regulatory and legislative requirements to which the College is subject.

**Date: April 2024**

This job description is current at the above date. In consultation with the post holder it is liable to variation by the school to reflect actual, contemplated or proposed changes in or to the job.



**Experience, skills and abilities**

* Strong organisational and administrative skills.
* Strong communication and interpersonal skills.
* Flexible and resourceful.
* Knowledge or experience of food safety