

**MAGDALEN COLLEGE SCHOOL**

***We are committed to the protection and safety of our students  
and expect all staff to share this commitment***

**JOB DESCRIPTION**

Post Title	Food and Art Technician
Postholder	
Hours of work	To be agreed
Reporting to	Head of Design Technology Faculty
Specific responsibilities of the post	<ol style="list-style-type: none"> <li>1. To maintain high quality of cleaning and hygiene throughout the department.</li> <li>2. To organise the storage of equipment and liaise with teachers re ordering new stock.</li> <li>3. To ensure equipment is correctly maintained and arrange repairs/modifications.</li> <li>4. To prepare materials ready for lessons, to include practical resources and written and electronic resources.</li> <li>5. To provide support in lessons for teachers during practical lessons.</li> <li>6. To provide specialist advice and guidance to non-specialist teachers (LSAs and Cover Supervisors)</li> <li>7. To ensure sufficient ingredients/ food stores are available and regularly restocked for general food stock and to support student participation in practical lessons.</li> <li>8. To set up and maintain food/ nutrition related programmes</li> <li>9. To provide administrative support for the department.</li> <li>10. To undertake a range of specific duties relating to preparation and maintenance of resources/ equipment / machinery.</li> <li>11. To produce and maintain health and safety documentation and information on products/ machinery used as directed by the Head of Faculty.</li> <li>12. To undertake relevant health and safety training including ladder training and machine /tool use.</li> </ol>
Responsibilities as a member of staff	<ol style="list-style-type: none"> <li>1. To ensure that the safety and welfare of all students is given priority at all times</li> <li>2. To support the ethos of the school at all times and demonstrate high standards of personal and professional conduct whilst at work and otherwise</li> <li>3. To ensure an appropriate individual response to whole school priorities</li> <li>4. To engage actively in the Performance Management Review Process</li> <li>5. To implement all school policies</li> <li>6. To attend all meetings as directed</li> <li>7. To pay due regard to Health and Safety in respect of all members of the school community and report matters which compromise this, appropriately.</li> </ol>
Personal Qualities; the	<ol style="list-style-type: none"> <li>1. Committed to the principles of comprehensive education and equal opportunities and specifically to the ethos of Magdalen College School</li> </ol>

postholder is expected to be:	<ol style="list-style-type: none"> <li>2. Committed to ensuring the safety and welfare of all students at all times</li> <li>3. Committed to team work within all aspects of the school</li> <li>4. Proactive in terms of furthering their knowledge and skills</li> <li>5. Punctual for all commitments</li> <li>6. To be able to drive and have access to a vehicle.</li> <li>7. Professional in the way that they carry out all aspects of their role and in their relationships with all members of the school community.</li> </ol>
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This job description reflects the principal accountabilities of the post holder and identifies the level of responsibility at which he/she will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews, and any consequential changes, will be carried out in consultation with the post holder.

Signed .....Post holder

.....Line manager

Date .....