

## HENDON SCHOOL



### Job Description

**Post:** Food and Textiles Technician  
**Grade:** 7 - 10  
**Contract:** 35 per week/Term Time Only  
**Accountable to:** Head of Design and Technology

**Job Purpose:** Under the overall direction of the Food Technology Teacher, and in accordance with the practices and procedures of the school, assist teaching staff in providing safe areas for students and teaching staff.

The Textiles and Food Technician will provide technical support to the department, by the preparation of tools, equipment and materials for lessons and will work closely with teaching staff to support, develop and further extend the work of the department and the experiences of the students.

### Job Specification

- Setting up Food and Textiles classrooms for practical activities
- Assisting teachers in classrooms during practical activities
- Cleaning and tidying rooms after practical lessons
- Ensuring cleanliness in food rooms is paramount at all times
- Ensuring ingredients are purchased for food practical demonstrations and practical lessons
- Monitoring stock levels and ordering of stock where required
- Control of petty cash within the Food and Textiles area
- Assisting in putting up displays of work within the area
- General clerical duties to include photocopying, e-mailing, sending letters etc
- Organising outside service agencies for the general maintenance of electrical/gas equipment.
- Liaising with outside agencies in order to organise trips and other activities