



Richard Challoner School

Manor Drive North, New Malden, Surrey KT3 5PE

Tel: 020 8330 5947

Food Technician –

Part time and flexible days/hours (2-3 days per week)

£26,619 (full time equivalent), actual will depend on days and hours worked

Start date: September 2024

Richard Challoner School is seeking a Food Technician to support our Food and Nutrition Department.

The successful applicant will be involved in preparing resources, equipment and ingredients for a range of lessons and will be a key member of the Food and Nutrition department. They will assist with the delivery of high-quality lessons and assist students and staff during practical lessons and will be involved with demonstrations of skills, techniques and equipment.

The successful candidate will be a strong team player with a positive attitude to working with both students and staff. Some administrative work will also be required with regard to placing departmental orders, photocopying and setting up wall displays within the department.

If you are an organised and proactive individual with a passion for cooking and practical subjects, then we would love to hear from you. No previous school experience is necessary, as full training will be provided; an interest in food and nutrition would obviously be advantageous.

Richard Challoner is an outstanding Catholic school for boys aged 11-18, with a thriving mixed Sixth Form; it is designated a Leading Edge School and has World Class status. Students at the school make excellent progress and demonstrate excellent behaviour for learning. We strive for everyday excellence in all that we do.

You can find us on Twitter: [@RChalloner](https://twitter.com/RChalloner) and www.richardchalloner.com

If you would like to join our team, then please click [here](#) and complete our application form.

Any queries can be directed to our HR officer Mrs Manning mrsmanning@richardchalloner.com

Closing Date: Midday Friday 10th May 2024

(we reserve the right to close the advert early if the right candidate is found before this date)

Richard Challoner School is committed to safeguarding and promoting the welfare and safety of children and to equality of opportunity. Appointment to this post will be subject to satisfactory references and an enhanced disclosure from the Disclosure and Barring Service.



Post Holder:

Responsible to:

- Teacher i/c of Food and Nutrition
- Classroom Teacher (during in-class support)

Links

- Year Leaders
- Subject Leaders
- Students and Parents
- The Governing Body
- Peripatetic Support Staff

Main Responsibility:

To work as part of a team in provision of Food and Nutrition practical lessons.

To assist in the delivery of high quality lessons across all the department.

Support learning by assisting students and teaching staff during all practical classes including demonstrations of skills, techniques and equipment.

MAIN RESPONSIBILITIES/DUTIES OF POST:

- Weighing and measuring ingredients for practical lesson and demonstrations
- Ordering of ingredients and resources, ensuring cupboard items are always available; maintaining an inventory and management of stock
- Assisting teachers to support teaching and learning in the classroom, including working with small groups of students
- Printing, scanning, photocopying and laminating and mounting pupil's work and lesson resources, create displays in classes and corridors as required
- To ensure each teaching room is tidy and clean and free from hazards
- To ensure all equipment are stored securely after use, checking for damage or defaults and reporting this to premises staff if necessary.
- Ensuring laundry is washed and dried in time for the next day it is needed
- Preparing and clearing away of stock and equipment for lessons, loading and unloading dishwashers and ensuring all equipment and cooking utensils/pots/pans/trays are cleaned and stored for the next lesson
- Cleaning and checking of equipment storage areas, communal areas and dry storage areas



- Attendance at relevant school and departmental planning meetings as required.
- Participation in training and other learning activities and performance development as deemed necessary by the department lead.

It should be noted that frequent bending and lifting will be required in this role and a level of fitness and ability will be required.

General:

All staff have a responsibility and duty of care to safeguard and promote the welfare of pupils. Staff must be aware of the systems within the School, which support safeguarding and must act in accordance with the School's Safeguarding & Child Protection policy and Code of Conduct. Staff will receive appropriate child protection training, which is regularly updated.

The post holder will:

- be aware of and work in accordance with the School's Child Protection policies and procedures, raising any concerns relating to such procedures which may be noted during the course of duty
- Respect confidentiality of staff, pupils, families and visitors and not breach this trust. Any breaches of confidentiality must be reported to the Headmaster immediately.
- In accordance with Health and Safety regulations to take reasonable care for the health and safety of themselves and of the persons who may be affected by their activities.
- To comply with all other school policies including all Health and Safety matters, Data Protection, IT, Recruitment, Equal Opportunities - This list is not definitive.
- The jobholder will be required to work closely and courteously with colleagues from all departments of the school, visitors and Governors to support the department's role.

The post holder may be required to perform duties other than those given in the job description for the post. The particular duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed.

NB: This job description may be reviewed in light of the developing needs of the school.

Signed:

Date:

Signed:

Sean Maher – Headmaster

Date: