



FOOD TECH TECHNICIAN

Candidate Info Pack

Telephone: 01206 572544 Email: careers@stmaryscolchester.org.uk

Website: www.stmaryscolchester.org.uk/vacancies

Welcome



Dear Applicants,

Welcome to St Mary's School. We have been educating girls from Colchester and the surrounding areas since 1908 and as such have built a very strong reputation within our local community. Throughout this time the school has grown in size and is now located on two sites. The Senior School is close to the town centre whilst the Lower School and Kindergarten enjoy a more rural location.

St Mary's is a happy and thriving school and we are proud of each and every one of our pupils. We are proud of our diverse student population and we are passionate to create a team of staff reflective of this diversity.

The Senior Leadership Team at St Mary's is small and the positive and collective vision of the team has ensured the success of the school.

This is a truly exciting time for prospective candidates who are looking to further their careers in a dynamic learning community.

If you believe that you can rise to the broad and challenging expectations of the role and you have a genuine desire to work in an environment that has the needs of its students at heart, we look forward to hearing from you.

NICOLA GRIFFITHS

Principal

The school

St Mary's is an Independent day school in Colchester, Essex for girls age 3-16 and boys age 3-4.

Our vision is to empower girls to thrive at school and beyond.

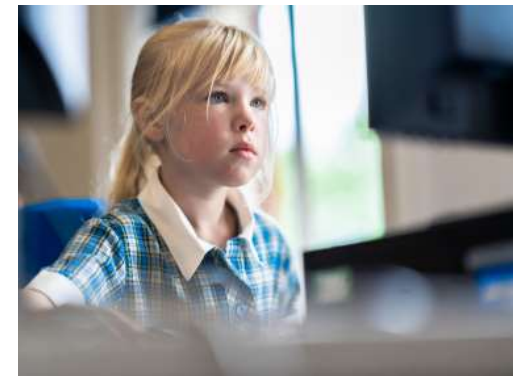
The Lower School was ranked 12th highest performing Preparatory Schools in England by the Sunday Times last year. Many girls achieve scholarships to senior school and we have an impressive 11+ pass rate for those who choose to sit the exam. At the Senior School, excellent GCSE results are achieved each year. We're able to achieve such success by tailoring the education to suit the needs of each individual in our small classes and by giving the girls the encouragement and support they need to aim high.

We are strong believers that success in life comes from more than just impressive exam results. At St Mary's we offer a brilliantly balanced education in order to develop exceptionally well-rounded individuals. With a huge variety of clubs, enrichment activities, music and drama productions, visits and international travel experiences on offer, there's ample opportunity to learn new skills and develop talents. There are numerous positions of responsibility available to the girls which help develop their leadership skills, and we foster team spirit through initiatives such as the School Council and School Houses.

For young people to thrive we firmly believe they must feel confident, relaxed and secure. Every child is known and understood and the girls feel comfortable challenging themselves and asking questions.

We believe in instilling the values of respect and courtesy, and through our charity and outreach work the students develop a strong sense of community. We are a leading Eco School and the students get a strong sense of caring for the environment as a result. As a global member of the Round Square Organisation, those who attend St Mary's benefit from our international links, which helps to broaden their horizons.

In this positive environment our young people develop the strength of character and the self-belief they need to make the very most of the life that lies ahead.



Job description

Job title:	Food Tech Technician
Reporting to:	Food Technology Subject Lead
Hours:	Part time, minimum 25 hours a week over 4-5 days, term-time only
Salary:	£11.44 per hour
Benefits:	Pleasant working grounds and location Lunch available during term-time Staff discount for School fees (subject to qualifying criteria) Discounted gym membership Employee Assistance Programme Beneden Healthcare (optional) Bike2Work Scheme

We are seeking to appoint a self-motivated, enthusiastic, and reliable Food Technician to work alongside our Food Technology Subject Lead. The post-holder will play a vital role in supporting the delivery of Food Technology lessons through practical, administrative and classroom support. This crucial and popular element of our curriculum enables pupils to learn about healthy eating and practical food preparation.

The role will consist of but not be restricted to - supporting in school by preparing for lessons, maintaining the equipment, assisting students during practical lessons, managing the ordering and receipt of ingredients. The successful applicant will be required to always demonstrate high professional and personal standards and have a willingness to learn new skills and to undertake further professional development.

This is a fantastic opportunity for someone with excellent interpersonal skills to join a friendly school environment. This role offers professional challenge and reward in equal measure and requires proactive and enthusiastic promotion of a positive work ethic.

Job Purpose

The overall objective is to assist teachers to ensure the teaching and learning environment is well resourced for lessons, clean and safe, through the preparation and maintenance of equipment and assisting teachers in practical activities by supporting pupils in their learning to help facilitate their educational development. The role will involve liaison with the subject teacher, the support staff, other teaching staff, and the pupils.

The successful applicant should have experience of working and communicating with children as well as basic First Aid knowledge, reading and writing skills.

Key Responsibilities

Primary Duties

- Ensuring that all the materials and equipment are available in classrooms as required for lessons and other co-curricular activities.
- Set up and prepare resources and materials.
- Providing technical support, guidance, and assistance to pupils for practical sessions
- Ensure safe practices are followed.
- Establish good relationships with pupils, acting as role model.
- Set up resources for demonstrations and visual aid displays as requested by the teaching staff.
- Maintain pupil's work (in progress) in a secure, tidy, and organised fashion.
- Encouraging and supporting pupils in activities led by the teacher in the classroom.
- Ensure the working area is clean and tidy after each practical session.
- Assist the teacher with displays of pupils' work.
- Ensure all work areas tools, equipment, and materials are kept operable and are safe and ready to be used by staff and pupils.
- Keep the working areas clean and tidy throughout the day and ensure all equipment is safely stored at the end of the school day to enable the domestic staff to carry out the routine cleaning.
- Ensure safe and methodical organisation of materials and equipment.
- Actively contribute to the Food Technology involvement in the Co-curricular School events and activities.
- Liaise with other departments as and when required to contribute to the School wide events and exhibitions.

General

- To attend relevant staff training, inset and meetings as required
- To always respect confidentiality.
- To participate in the Appraisal process, taking personal responsibility for identification of learning, development, and training opportunities in discussion with line manager.
- To understand and apply school policies in relation to health, safety, welfare, and behaviour of pupils.
- To comply with individual responsibilities, in accordance with the role, for health and safety in the workplace.
- Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy.
- The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.
- The duties above are neither exclusive nor exhaustive and the postholder may be required by the Principal to carry out additional appropriate duties within the context of the job, skills and grade.

This job description may be reviewed from time to time considering changing circumstances and if it is necessary to amend, those concerned will be consulted.

Person specification

(E) = Essential
(D) = Desirable

Qualifications/Training

- Experience of working in a school environment
- GCSE Maths or equivalent
- GCSE English or equivalent
- First Aid qualification
- Driving licence

(D)
(D)
(D)
(D)
(E)

Experience, Skills, Knowledge

- Experience and knowledge of food handling
- Manage a varied workload
- Excellent organisational skills
- Good level of IT literacy, including the use of Microsoft Office software and Outlook
- Excellent interpersonal skills and the ability to cultivate positive and effective relationships with all key stakeholders and pupils
- Ability to manage own time effectively, organise and prioritise work and the ability to respond quickly to unexpected changes in priority
- Well-developed verbal and written communication skills with good standards of literacy, spelling and grammar

(D)
(E)
(E)
(E)
(E)
(E)
(E)

Personal Characteristics

- Demonstrates patience and the ability to remain calm in challenging situations
- A high degree of professional judgement (including, common sense and initiative)
- Ability to use plan and organise own workload and to work flexibly
- Ability to work effectively within a team following instructions and also individually using self-motivated initiative
- A willingness to learn new skills and to undertake further professional development
- Conscientious, hardworking, and reliable
- Understand and implement child protection procedures

(E)
(E)
(E)
(E)
(E)
(E)
(E)



Personal Characteristics (Cont.)

- Understanding of the importance of Health & Safety in the classroom and beyond
- Be prepared to develop and learn in the role
- The ability to be confidential
- Willingness to commit to the St Mary's School ethos

(E)
(E)
(E)
(E)



Application process

Closing date for applications: 23rd May 2024

Date of interviews: Week commencing 3rd June 2024

An application form can be downloaded from the school website:
www.stmaryscolchester.org.uk/vacancies

Candidates should complete their application form and return it to Mrs M Terry, HR & Compliance Officer at:

Email: careers@stmaryscolchester.org.uk
Post: St Mary's School, 91 Lexden Road, Colchester, Essex, CO3 3RB

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task may not have been identified; therefore, employees will be expected to comply with any reasonable request from the Principal including ad hoc projects and to undertake work of a similar level that is not specified in the job description. The job description is current at the date shown, but, in consultation with you, may be changed by the Principal to reflect or anticipate changes in the job, commensurate with the grade and job title.

Safeguarding

St Mary's is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All candidates must be willing to undergo child protection screening.

Please visit www.stmaryscolchester.org.uk/vacancies/ to read our Application & Recruitment process explanatory notes.

Privacy notice

Please read our Privacy Notice for Job Candidates, which can be found at www.stmaryscolchester.org.uk/vacancies/

We respect your privacy and are committed to protecting your personal data. Our Privacy Notice will inform you as to how we look after personal data held by us and tell you about your privacy rights and how the law protects you. It is important that you read this Privacy Notice together with any other privacy notice or fair processing notice we may provide on specific occasions when we are collecting or processing personal data so that you are fully aware of how and why we are using personal data. This Privacy Notice supplements the other notices and is not intended to override them.



St Mary's
Colchester

