



Post:	HOME ECONOMICS TECHNICIAN
Reporting to:	Head of Department and Support Services Manager
Duration:	Fixed Term Contract – January 2024 to June 2025
Hours:	32 hours per week
Salary:	JNC Scale 6 £12.7284 per hour

PRIMARY DUTIES AND RESPONSIBILITIES

- Provision and maintenance of facilities and practical resources.
- Assist teaching staff in the development and manufacture of teaching aids and models.
- Preparation of resources for all classes including the setting up, testing, demonstration and dismantling of suitable resources as per agreed schemes of work.
- Collect, clean, and store all equipment and materials securely in designated storage areas. Ensure items are maintained in a state of 'ready for use'.
- Dispose of used materials in a safe and approved manner.
- Ensure that mandatory and/or statutory checks of materials and equipment are carried out by qualified personnel.
- Inform line manager of materials and equipment found to be in an unsatisfactory/unsafe condition and arrange for repair, replacement, or disposal of such items.
- Ensure no unauthorised person has unsupervised access to equipment and materials when not in use.
- Advise on health and safety issues in relation to the use of equipment.

Administrative Duties (Home Economics)

- Development, maintenance, and operation of manual and / or computerized systems in relation to administrative tasks associated with the area of work.
- Maintenance of an inventory/record of departmental resources.
- Responsibility for the ordering / purchasing, receiving, checking, storing and distribution of resources in consultation with HoD.

Administrative Duties (Science)

- Organising and distributing practical equipment.
- Replenishing and storing of stock supplies.
- Filing.
- Photocopying

General Duties

- Support all staff in ensuring the general safety of pupils.
- Assist with evacuation in emergencies.
- Undertake photocopying/reprographic duties as required.
- Proactive approach to continuous improvement in the Department

Other Duties

- Shopping for groceries.
- Preparing food for classes.
- Reprographics.
- Maintain equipment and ensure its safety for use.
- Keep rooms, surfaces, and all equipment clean.
- Carry out a deep clean of the department as required.
- Preparing equipment for lessons- e.g. switching on ovens, setting up mixers, etc.
- Assisting in practical classes.
- Collect and record money from students.
- Maintain records in relation to income and expenditure.

Technical Staff may be required to undertake any of the following duties:

- Handling cash in the relation to the purchase of practical materials.
- Assisting with hospitality at meetings and school functions.
- Any other reasonable duties as assigned by line management

*This job may be altered from time to time in line with the developing needs of the College.
Criteria for this post may be enhanced to facilitate shortlisting.*

A reserve list of suitable candidates will be held for 12 months.

Job Specification

Post: Home Economics Technician

		ESSENTIAL CRITERIA
1	EDUCATION AND QUALIFICATIONS	<ul style="list-style-type: none"> a) GCSE English and Math, or equivalent, at Grade C or above b) Demonstratable competency in ICT, e.g. MS Office
2	RELEVANT EXPERIENCE	<ul style="list-style-type: none"> a) Competence, knowledge and understanding of working with practical ingredients
3	KNOWLEDGE & SKILLS	<ul style="list-style-type: none"> a) Evidence of excellent organisation skills and ability to work in a pressurised environment to meet tight deadlines b) The ability to work independently and as part of a team c) The ability to organise and prioritise
4	PERSONAL QUALITIES/ INTERPERSONAL SKILLS	<ul style="list-style-type: none"> a) Commitment to Integrated Education ethos b) Excellent communication skills c) Confidence and discretion, ability to interact with colleagues, students, and parents d) Excellent punctuality and attendance record e) Willingness to learn and develop

		DESIRABLE CRITERIA
1	EDUCATION AND QUALIFICATIONS	Further relevant qualification(s) <ul style="list-style-type: none"> a) Possession of food related qualification b) Possession of a Basic Food Hygiene Certificate c) First Aid certificate
2	RELEVANT EXPERIENCE	<ul style="list-style-type: none"> a) Experience of working with children and young people (A)
3	PERSONAL QUALITIES / INTERPERSONAL SKILLS	<ul style="list-style-type: none"> a) Ability and willingness to contribute to the wider life of the department and College
<p>*Please note that criteria may need to be enhanced to facilitate the shortlisting process.</p> <p>*Hazelwood Integrated College has the right to rescind this appointment before start date.</p>		