



Post: HOME ECONOMICS TECHNICIAN
Location: Hazelwood Integrated College
Contract Type: Permanent
Duration of Contract: N/A
Status: Part-time
Contract Options: Term-time
Hours: 32 hours per week
Working Pattern: 8:30 am – 4:00 pm Monday, Tuesday & Thursday,
8:30 am – 2:30 pm Wednesday & Friday
Grade/Scale: Technician | NJC pt 11-14 | £28,142 - £29,540 per annum, pro rata
Additional Allowance: N/A
Anticipated Interview Date: 26th August 2026
Reporting to: Head of Department and Support Services Manager
Responsible for: Maximum of 5 staff

JOB PURPOSE

To provide technical support and assistance to teaching staff in the implementation of the school's/department's educational programme.

MAIN DUTIES & RESPONSIBILITIES

Supervision: This is a discretionary element of the job description. The grade may be awarded if supervision is not a component of the post.

- Supervise appropriate staff (shared supervision), including managing and allocating duties.
- Identify and provide on the job training to appropriate staff.
- Provision and maintenance of facilities and practical resources.
- Assist teaching staff in the development and manufacture of teaching aids and models.
- Prepare 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 designated 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.

ADMINISTRATION

- Develop, maintain, and operate manual and/or computerised systems in relation to administrative tasks associated with the area of work.
- Maintain an inventory/record of departmental resources.
- Assist in ordering/purchasing, receiving, checking, storing and distributing resources.

GENERAL

- Support all staff in ensuring the general safety of pupils.
- Assist with evacuation in emergencies.
- Assist in practical classes.
- Keep rooms, surfaces, and all equipment clean.
- Carry out a deep clean of the department as required.
- Undertake photocopying/reprographic duties as required.
- Handling cash in relation to the purchase of practical materials.
- Assisting with hospitality at meetings and school functions.
- Carry out minor maintenance repairs throughout the school within the competence of the employee.

This job description will be subject to review in light of changing circumstances and is not intended to be rigid and inflexible but should be regarded as providing guidelines within which the individual works. Other duties of a similar nature and appropriate to the grade may be assigned from time to time.

In accordance with Section 75 of the Northern Ireland Act (1998), the post holder is expected to promote good relations, equality of opportunity and pay due regard for equality legislation at all times.

***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

NOTES TO JOB APPLICANTS

1. You must clearly demonstrate on your application form under each question, how, and to what extent you meet the required criteria as failure to do so may result in you not being shortlisted. You should clearly demonstrate this for both the essential and desirable criteria, where relevant.
2. You must demonstrate how you meet the criteria by the closing date for applications, unless the criteria state otherwise.
3. The stage in the process when the criteria will be measured is outlined in the table below.
4. Shortlisting will be carried out on the basis of the essential criteria set out in Section 1 below, using the information provided by you on your application form.
5. Please note that the Selection Panel reserves the right to shortlist only those applicants that it believes most strongly meet the criteria for the role.
6. In the event of an excessive number of applications, the Selection Panel also reserves the right to apply any desirable criteria as outlined in Section 3 at shortlisting, in which case these will be applied in the order listed. It is important therefore that you also clearly demonstrate on your application form how you meet any desirable criteria.

ESSENTIAL CRITERIA

The following are essential criteria which will initially be measured at the shortlisting stage, and which may also be further explored during the interview/selection stage. You should therefore make it clear on your application form how, and to what extent you meet these criteria. Failure to do so may result in you not being shortlisted.

SECTION 1	ESSENTIAL CRITERIA	METHOD OF ASSESSMENT
Qualifications & Experience	Five GCSE's (Grades A*-C) to include English Language, Mathematics and a subject relevant to Home Economics, or equivalent or higher level qualifications and have a minimum of six months' experience of working in a food related environment. OR Five GCSE's (Grades A*-C) to include English Language and Mathematics, or equivalent or higher level qualifications and have a minimum of one year's experience of working in a food related environment.	Shortlisting by Application Form
Knowledge	Demonstrable evidence of knowledge of: • The requirements of a Technician • Health and safety regulations, as relevant to the role • General administrative processes and records	Shortlisting by Application Form

SECTION 2	ESSENTIAL CRITERIA	METHOD OF ASSESSMENT
Skills/Abilities	• Proven effective planning and organisational skills and an ability to work under pressure to meet deadlines • Proven effective people management skills • Ability to work effectively as part of a team to achieve outcomes • Evidence of sound interpersonal and communication skills • Evidence of proficiency in the use of computer packages, to include use of Microsoft Word, Excel, and Outlook	Interview
Values Orientation	Evidence of how your experience and approach to work reflect the College ethos and values. You will find information about the school's values/ethos on our school website	Interview

DESIRABLE CRITERIA

Some or all of the desirable criteria may be applied by the Selection panel in order to determine a manageable pool of candidates. Desirable criteria will be applied in the order listed. You should make it clear on your application how, and to what extent you meet the desirable criteria, as failure to do so may result in you not being shortlisted.

FACTOR	DESIRABLE CRITERIA	METHOD OF ASSESSMENT
Experience	Previous experience of working in a food related environment for a minimum of one years.	Shortlisting by Application Form
Other	Have access to a suitable vehicle (appropriately maintained and insured for Hazelwood College business) that will enable you to carry out the mobility requirements of the post in an efficient and effective manner OR have access to an appropriate alternative form of transport that will enable you to carry out the mobility requirements of the post in an efficient and effective manner	Shortlisting by Application Form

DISCLOSURE OF CRIMINAL BACKGROUND

The Safeguarding Vulnerable Groups (Northern Ireland) Order 2007 defines working directly with children or young people or in specified places as 'regulated activity'.

In the event that you are recommended for appointment to a post that involves 'regulated activity', the College will be required to undertake an Enhanced Disclosure of Criminal Background. Please note that you **WILL** be expected to meet the cost of an Enhanced Disclosure Certificate. Details of how to make payment will be sent to you at the pre-employment stage.

Further information can be accessed at NI Direct or the Department of Justice.

Hazelwood Integrated College is an Equal Opportunities Employer.



HAZELWOOD
INTEGRATED COLLEGE

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