



A Career at St Edmund's College	
Part-time Food Science Technician	
Job Description	
Reporting to:	Food Science Teacher
Hours:	Hours: Approximately 15 hours per week (Some flexibility with start and finish times) (Term-Time Only)
Summary of the role:	The Food Science Technician will play a crucial role in the smooth running of all Food Science lessons. You will assist the Food Science teacher to ensure the teaching and learning environment is well resourced for lessons and is clean and safe. You will be a welcoming presence for pupils and have high levels of pride in maintaining a well-functioning and resourced food room.
Main duties and responsibilities:	<ul style="list-style-type: none"> • Ensuring that all materials and equipment required for lessons is available and ready for use. Including weighing of ingredients, grating, chopping etc. • Assist with preparation of materials and equipment for College Open Days and other events. • Attendance at College Open Days and any other events the College requires you to be present • Monitor food supplies and place orders for shortages. • Undertaking audits as required. • Clear and store food correctly after each lesson. • Manage and maintain supply of laundered tea towels, aprons and any other items via the College's laundry. • Providing technical support, guidance and assistance to pupils during practical lessons. • Ensure safe practices are followed. • Set up resources for demonstrations and visual aid displays as requested by the Food Science Teacher. • Maintain pupils' work (in progress) in a secure, tidy and organised fashion. • Assist the teacher with displays of pupils' work. • Where applicable, to undertake reprographic duties and routine 'resource' tasks. • To assist in maintaining records of stock and equipment, including inventories and records of breakages. • Clean and sterilise work surfaces after lessons. • Ensure fridges, cookers and equipment are kept clean and hygienic and that a deep clean is undertaken when required. • Liaise , if necessary with the Domestic Services Manager regarding cleaning of the floors. • Ensure the food room and equipment are kept operable and are safe and ready to be used by staff and pupils ensuring health and safety regulations are met.

	<ul style="list-style-type: none"> • Actively contribute to the Food Science co-curricular activities. • To attend and contribute to faculty meetings when required. • Undertake other duties in line with your role as requested by the Food Science Teacher.
Safeguarding Responsibilities:	<ul style="list-style-type: none"> • Whilst not in a teaching role, as a Food Science Technician, you will be working on a regular basis in a school in a role which gives opportunity for contact with children. As such, you will be in regulated activity and an enhanced DBS check (which includes children's barred list information) will be required in advance of appointment. • Safeguarding and promoting the welfare of children is everyone's responsibility. As with all College staff members, you will therefore be responsible for providing a safe environment in which children can learn.
Other	<ul style="list-style-type: none"> • Undertake other duties of an appropriate level and nature as and when requested by the Headmaster, Bursar and any other member of the core SLT.
	<p>St Edmund's College and Prep Old Hall Green, Ware, Hertfordshire, SG11 1DS Telephone: 01920 824335 Email: hr@stedmundscollege.org</p>

The College is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Candidates will be required to undergo relevant Safeguarding Checks.

We will seek references on short-listed candidates that will include questions about past disciplinary actions or allegations in relation to behaviour with children and may approach previous employers for information to verify particular experience or qualifications before interview.

This role is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020.