



# **ST. CATHERINE'S**

## **COLLEGE**

A CHURCH OF ENGLAND ACADEMY

## **FOOD TECHNOLOGY TECHNICIAN**

**Salary: Single Status Grade 4**  
**£21,189 - £21,575 pa pro rata**

**25 hours per week**  
**to be worked Monday to Friday 10.30am to 4.00pm**

**Required January**

### **INFORMATION FOR APPLICANTS**

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Dear Applicant

### **Food Technology Technician**

Thank you for your interest in this post.

We are St Catherine's College – preparing students to stand shoulder to shoulder with their peers, locally, nationally, and globally.

We are proud of our college, our talented and highly motivated staff and students. Our staff team work tirelessly to ensure that teaching is the best it can be and everyone has a role to play in this. We support each other and there is an open, friendly and collegiate atmosphere where new members of the team are welcomed and supported.

We are:

- An inclusive Church of England School with the benefits of links with The Diocese of Chichester and the opportunity to promote strong lasting values based on the Christian faith

Understandably this letter and our website only gives a flavour of the college. We therefore encourage visits for prospective candidates to see our college in action. We do understand however that visits are not always possible or practical and you would not be at a disadvantage if you are unable to visit the college.

### **The Post**

We urgently require an enthusiastic and energetic Food Technology Technician to support our busy Food Technology Department. This post is for 25 hours per week, term time only.

Lessons are taught in a well-equipped purpose built Food Technology room.

The successful applicant will provide ingredients and materials for lessons and demonstrations; will assist as required during practical Food Technology lessons; be responsible for clearing away and keeping sinks, worktops, cookers etc clean, tidy and in good order; maintain the stock cupboard and carry out administrative tasks.

Applicants should be interested in Catering / Food Technology, and it is desirable but not essential for applicants to have previous experience working with young people in an educational setting.

As this is a term time only post the salary is calculated on a pro rata basis as follows:

$$25/37 \times 44.65/52.143 \times £21,189 = £12,259.00$$

The hours will be worked Monday to Friday term time only from 10.30am to 4.00pm with a 30-minute unpaid break.

### We offer you:

- Excellent career development opportunities
- A geographical location, being situated near Sovereign Harbour, Eastbourne's award winning Marina. It is part of several miles of beautiful coastline, including the South Downs National Park, the white cliffs of Beachy Head and 1066 country
- A friendly, supportive and caring staff team
- A fabulous staff room with complimentary tea and coffee
- A café that serves at breakfast, break and lunch using freshly sourced ingredients
- Local Government Pension Scheme
- Free Flu Vaccine
- Highly visible supportive senior leaders
- Great students
- We are part of a growing trust (Diocese of Chichester Academy Trust)



### Your Application

Completed application forms and letters of application should be sent directly to the college addressed to Mrs S Windsor, Head of Personnel, [swindsor@stcatherines.college](mailto:swindsor@stcatherines.college), and arrive by no later than **noon on Friday 6 January 2023**.

Please use the standard application form, accompanied by a letter of application, which must be no more than two sides of A4. We are unable to consider CVs in place of application forms unless you are a person with a disability and a CV is the most convenient method of applying. In your letter of application you should clearly address the relevant sections (labelled 'A') of the Person Specification for this post and may find it helpful to use headings. We are committed to safeguarding and promoting the welfare of children and young people, successful applicants will need to undertake a DBS enhanced clearance.

I am conscious of the time and effort it takes to submit an application and am grateful for your interest. Shortlisted candidates should hear from us shortly after the closing date. St Catherine's is a thriving college with a bright future and a vibrant and collegiate atmosphere within which to work. I am keen that we appoint quality candidates to join what is, I believe, one of the best staff teams. If I can be of any assistance or provide any further information, please do not hesitate to contact me.

Yours faithfully



Solomon Berhane  
Headteacher



## **St Catherine's College**

### **Job Description**

#### **Food Technology Technician**

Post: Food Technology Technician

Salary: Single Status Grade 4

Hours: 25 hours per week school term time only

The Food Technology Technician provides practical support to the Department, to support the needs of students and staff.

#### Job Description

1. To shop / purchase ingredients as directed by Food Technology teachers for practical lessons
2. To prepare, weigh and measure all ingredients for lessons including weighing out ingredients for demonstrations and pupil premium pupils
3. To prepare, distribute equipment materials and resources for lessons
4. Within time limits, clear classroom / work area after lessons including washing up, minor cleaning of surfaces equipment and hobs, return of resources to appropriate storage as required
5. Ensure cleanliness of equipment and resources
6. To ensure that equipment is in good working order and that the classroom and storage areas are in a clean, secure, safe, and orderly condition
7. To carry out both routine and non-routine checking, cleaning, maintenance, testing of equipment to the required standards
8. To assist in ensuring the safe and effective operation and use of equipment, materials, and resources
9. To provide technical advice and support in the classroom, for example with demonstrations, practical activities, and resources
10. To contribute to the development and organisation of facilities, equipment, tools and resources to support the teaching of the curriculum
11. To assist in stock control and placing online orders
12. To assist as requested during practical Food Technology lessons
13. To clear away after demonstrations



14. To keep sinks and worktops clean, keep stock rooms and equipment clean, tidy and in good order including cookers. To maintain aprons in a serviceable condition.
15. Maintain stock cupboard by raising orders, receiving equipment and materials.
16. To carry out the washing for Food Technology
17. To carry out administrative tasks
18. To be responsible for reporting to the Health and Safety Officer any issues
19. To assist cover staff when taking a practical lesson in the absence of a teacher
20. To be responsible for the annual inventory check

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This job description sets out the duties of the post at the time it was drawn up. The post-holder may be required from time to time to undertake other duties within the college as may be reasonably expected, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post.



**PERSON SPECIFICATION: FOOD TECHNOLOGY TECHNICIAN**

Attributes	Essential	Desirable
Qualifications and training:	☒☒ Good level of general education	
Knowledge & Understanding	☒☒ A sound understanding of the main Health and Safety issues in a kitchen	
Experience		☒☒ Experience of working in an educational setting ☒☒ Experience of working with food
Skills and Abilities:	☒☒☑ Ability to identify work priorities and manage own workload whilst ensuring that lower priority work is kept up to date ☒☒ Ability to work with young people and assist as required during practical Food Technology lessons ☒☒ Ability to use IT and carry out administrative tasks including ordering of goods and annual inventory ☒☒☑ Ability to work on own initiative ☒☒☑ Ability to deal with any unexpected problems that arise ☒☒☑ Ability to demonstrate self-motivation ☒☒☑ Ability to demonstrate good inter-personal skills to communicate with a range of people	
Personal Qualities:	☒☑ Commitment to safeguarding and promoting the welfare of children and young people ☒☑ Flexible approach to work situation ☒☒ Willingness to participate in further training and development opportunities offered by the college to further knowledge ☒☑ Willingness to positively promote the College's aims and Christian ethos ☒☒ Commitment to maintain confidentiality on all college matters	☒☒ Good health and attendance record

	<input checked="" type="checkbox"/> <input type="checkbox"/> Ability to demonstrate commitment to Equal Opportunities, inclusion and comprehensive education	
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**Criterion assessed by:** ☐ = application form; ☒ = letter of application; ☐ = interview; ☒ test

