



**PERSON SPECIFICATION**

Job Title:	<b>Food Technician</b>	Salary: <b>Grade 3 (pro rata to hours/weeks worked)</b>
Location:	<b>Meadow Park School</b>	

	<b>Essential Criteria</b>
<b>Education and Qualifications</b>	<ul style="list-style-type: none"><li>• A good basic education to include 5 or more GCSE passes.</li><li>• Practical/technological experience in a commercial/industrial/educational environment</li></ul>
<b>Knowledge and Understanding</b>	<ul style="list-style-type: none"><li>• Knowledge of equipment used, including cookers, washing machines, food mixers.</li><li>• Knowledge of safe working practices and an understanding of Health and Safety issues and practices.</li><li>• An understanding of equal opportunities with respect to young people in school and adults in the work place.</li><li>• Good knowledge and understanding of information technology applications.</li></ul>
<b>Skills and Abilities</b>	<ul style="list-style-type: none"><li>• To liaise and communicate effectively by telephone and in person with staff and pupils.</li><li>• To instruct, receive and pass information both formally and informally.</li><li>• To organise and prioritise workloads.</li><li>• To devise and maintain good recording systems.</li><li>• To possess sufficient skills in Food Preparation and Nutrition to be able to undertake preparation work for classes and assist in project tasks as requested by teaching staff.</li><li>• To possess numeric skills to check stock levels and deliveries.</li><li>• To possess the cash handling skills to undertake basic shopping for materials.</li><li>• To maintain appropriate working relationships with staff and pupils including confidentiality and flexibility.</li><li>• To be willing to be involved in professional development and to attend courses to facilitate professional development.</li><li>• To follow set procedures and to work to guidelines as required.</li><li>• To undertake the inspection and minor repairs and (where applicable) servicing of equipment.</li><li>• To work on own initiative and also to be pro-active in identifying jobs to be undertaken to facilitate the effectiveness and efficiency of the team.</li><li>• To maintain a flexible and calm disposition in a demanding environment.</li><li>• To carry out tasks accurately and with speed.</li><li>• To lift and carry equipment.</li><li>• To systematically process queries/enquiries/resolve difficulties and cope with interruptions.</li><li>• To liaise with suppliers and external bodies to place and progress orders and resolve queries.</li><li>• To carry out appropriate clerical and reprographic tasks.</li></ul>



MEADOW  
PARK  
SCHOOL



FINHAM PARK  
MULTI ACADEMY TRUST

<b>Attitudes and Values</b>	<ul style="list-style-type: none"><li>• High expectations of personal performance and of students' success.</li><li>• Ability to adapt to different situations and show initiative.</li><li>• Commitment to one's own professional development.</li><li>• A belief that schools can make a positive difference to the lives of students.</li></ul>
<b>Other</b>	This post is exempt from the Rehabilitation of Offenders Act 1974. An enhanced Disclosure and Barring Service check will be required prior to appointment