



**The Trafalgar  
School**

AT DOWNTON

# Job Description

CLASSROOM TECHNICIAN - FOOD



# Job Description



## Main Purpose

The Food Technician will support the delivery of high-quality practical lessons by:

- Organising materials, equipment, and resources for food and nutrition classes
- Ensuring a safe, hygienic environment for students and staff across all key stages
- Supporting the Food Teacher in practical demonstrations and classroom activities
- Maintaining equipment and supplies in line with health and safety standards.

## Key Duties and Responsibilities

### Lesson Support & Preparation

- Prepare and organise ingredients, utensils, and teaching aids before lessons
- Set up demonstrations and assist during practical sessions
- Provide technical advice to students and support small groups as needed
- Tidy, clean, and reset the food room between and after lessons.

### Safety & Compliance

- Carry out and maintain risk assessments for technician activities
- Ensure all work adheres to Coshh, CLEAPSS, Food Hygiene, and Health & Safety regulations
- Advise staff and students on the safe use of equipment and materials
- Monitor cleanliness and hygiene of all work areas in accordance with school policies.

### Equipment & Resource Management

- Issue, supervise, and check the safe return of all equipment
- Operate a stock control system and replenish supplies within budget
- Order ingredients and materials, check deliveries, and ensure correct storage of consumables and chemicals
- Maintain, clean, and service all technical and kitchen equipment. Report damage as required.





## **Key Duties and Responsibilities**

### **Team & School Engagement**

- Attend technician training and departmental meetings
- Support exhibitions and events when required
- Help maintain kitchen display work and develop as necessary
- Work collaboratively with staff and contribute to a positive school environment
- Uphold and model the school's values, contributing to a respectful and inclusive culture.

### **Supervision and Management**

The jobholder does not have regular supervisory responsibility for staff but is required to assist with work familiarisation for new recruits and trainees.



# Person Specification

## Knowledge & Skills

### Essential:

- Qualifications – GCSEs (or equivalent) including English and Maths Grade 4 or above
- Excellent communication and interpersonal skills
- Strong organisational and time-management abilities
- Proficiency with Microsoft Office and digital record-keeping
- Ability to work independently and as part of a team.

### Desirable:

- Prior experience in an educational setting
- Prior experience in a kitchen environment
- Understanding of food preparation techniques and safety
- Awareness of CLEAPSS and Health & Safety in schools
- Food hygiene certification level 2.

## Personal Attributes

- Physically fit and able to manage a practical workload
- Calm and solution-focused, especially under pressure
- Positive, enthusiastic, and approachable
- Strong attention to detail and commitment to high standards
- Flexible and proactive with a “can-do” attitude
- Committed to personal and professional development
- A sense of humour.

