



Our Lady and St Patrick's College, Knock

Home Economics Technician

Personnel Specification

Please ensure that you provide evidence to address the criteria on the Personnel Specification. Evidence will be gathered from the application form, at interview (if shortlisted) and through references and certificates.

QUALIFICATIONS AND TRAINING

ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> Applicants must possess 5 GCSEs, including English Language and Mathematics. 	<ul style="list-style-type: none"> GCSE or A Level Home Economics. 2 A Levels. First Aid qualification

EXPERIENCE

ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> Competence, knowledge and understanding of working with practical ingredients. Interest and commitment to working alongside and supporting pupils. 	<ul style="list-style-type: none"> Possession of Basic Food Hygiene Certificate. Experience in an educational setting. Knowledge of SIMS.

SKILLS

ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> Committed to effective teamwork. ICT skills. Excellent planning and organisational skills. 	<ul style="list-style-type: none"> Experience of working with young people. Ability to contribute to the wider life of the department.

PERSONAL QUALITIES

ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> An excellent personal and professional role model who supports the College ethos; Child-centred approach; A strong sense of integrity and confidentiality; Good interpersonal skills; Energetic, innovative, resilient and positive; Proactive and a high degree of initiative; 	<ul style="list-style-type: none"> Willingness to participate in the College's extra-curricular activities. Co-operative and approachable; Empathetic and enthusiastic;



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Job Description

1. Job Title: Term Time Permanent Home Economics Technician (40 weeks per year)

2. Hours/Salary:

- 36 hours per week – 8.30am to 4.15pm
- £27,269 - £28,624 pro-rata (salary scale based on full time hours, 52 weeks per year/36 hrs per week - Point 11-14, NJC)

3. Reporting Relationships/Line Managers: The post holder reports to the:

- Head of Home Economics and
- College Business Manager

4. General Duties:

- 4.1 To support teachers in the classroom with practical lessons.
- 4.2 To deputise for teacher when absent in practical lessons with a substitute teacher.
- 4.3 Responsible for the care and maintenance of all equipment associated with the Home Economics department.
- 4.4 To keep classrooms, surfaces and equipment clean within the department.
- 4.5 To keep the Home Economics resource room organised and tidy.
- 4.6 Undertake ordering, including obtaining quotations and stock taking duties.
- 4.7 Collecting and preparing materials and equipment for use in class.
- 4.8 Weighing and measuring ingredients for practical lessons.
- 4.9 To carry out word processing as and when required.
- 4.10 To assist with Cookery Club and cookery demonstrations.
- 4.11 To produce and update Home Economics displays.
- 4.12 To assist in the production and sourcing of class and resource materials.
- 4.13 Maintain a safe/hygienic working environment and alerting the appropriate authorities of any Health and Safety issue when required.
- 4.14 To carry out shopping duties for department supplies.
- 4.15 To cover Medical Room as required.
- 4.16 Exam invigilation duties as and when required.
- 4.17 Attending relevant in-house training.
- 4.18 To carry out a deep clean of the department as required.
- 4.19 To assist with the College Open Day.
- 4.20 To carry out, as required by the Head of Home Economics/College Business Manager, any other relevant duties.