

THE HOLT SCHOOL

Holt Lane
Wokingham
RG41 1EE



Tel: 0118 978 0165

holt.school@holt.wokingham.sch.uk

www.holt.school.co.uk

Food Department Technician

**8 hours a week over 4 days a week
Term time only**

**Grade 3 Salary: £18,795
Actual salary £3,371 per annum**

Required: As Soon As Possible

The Holt School is a popular and oversubscribed 11-16 girls and 16-18 co-ed comprehensive school. The school became a single academy trust in July 2011.

An opportunity has arisen for a technician to support our thriving Food department, supporting in our practical lessons, managing supplies, undertaking health and safety checks and ensuring the highest level of cleanliness. See full job description for further details.

The successful candidate will be computer literate and able to work proactively and independently, take the initiative when required and be approachable and adaptable.

Training would be provided for a suitable candidate.

Application forms and recruitment pack are available to download from the school [website](#)

Please note that CVs will not be accepted. Prospective applicants are welcome to telephone Mrs Katie Warner HR Assistant for more information about this post.

The Holt School is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. The successful candidate will be subject to a full Disclosure and Barring Service check.

**Application closes 9am, Monday 24th February 2020
Interviews will take place on Friday 28th February 2020**



THE HOLT SCHOOL JOB DESCRIPTION

Job Title: Food Department Technician	Name:
Reports to: Head Technology Department	Reviewed: January 2020
Grade/Pay Scale: 3	Allowance
Employment Status Permanent	Hours of work/FTE 8 hours per week over 4 days, term time only

To provide support to the Food Department, ensuring that the department rooms are well stocked and clean, and to support with practicals and other tasks as requested

SPECIFIC RESPONSIBILITIES

Daily tasks

- Check and record Fridge /freezer temperatures.
- Check student's ingredients are placed in the correct areas of the fridge
- When demonstrations are taking place to co-ordinate the above tasks as listed in demonstrations
- When practical lessons are taking place to support if available, and to complete the above tasks as listed in practicals and end of practicals.
- Arrange scales properly and the timers are in the correct drawers (2 per drawer), check scales and timer batteries are functioning and charged.
- If laundry basket is full, put in the wash during the day.
- Checking tumble dryers, emptying and folding away clean linen into baskets. Emptying Water filter of each tumble dryer/fluff filter. Put wash on if basket full.
- Refill soap dispensers and antibacterial spray Check washing up bottles/Spray degreaser bottles, refill when needed.
- Check Equipment cupboards (maybe every couple of days), ensure enough equipment in each. Check pans, two large and two small for each cupboard. Check equipment cupboards, enough equipment and general wipe down. Check drawers for equipment -oven gloves clean etc.
- Wash up any equipment left on side and put away.
- Any items/Containers left; wash out and leave on side to collect. Old food items left can be thrown away.
- Check all refrigerators that they are clean. **THROW AWAY food out of date. (FIFO) - FIRST IN FIRST OUT.**

Weekly duties

- Wipe all aprons with antibacterial spray and hang them.
- Check if there are any ingredients and materials to be ordered.
- Refill ingredient jars.
- Ensure rechargeable batteries are charged.
- Clean interior and exterior of Fridges and exterior of freezers wipe down inside fridge shelves, fridge doors and fridge tops.
- Refill paper towels
- Clean all white boards

- Check and clean grill pans, recover with tin foil as required
- Wipe down of oven liners on the bottoms.
- Check cupboards under sinks and wipe out.
- Clean all chopping boards with anti-bacterial spray
- Rinse filter through with water of tumble dryer (located at bottom of dryer)
- Put away any shopping/deliveries.
- Meeting with JN.

Monthly/Termly duties

- Move cookers for cleaners to clean the floors around
- Clean cookers on the side if dirty.
- Clean ovens internal.
- Move microwaves and clean work surface Check and wipe inside microwaves,
- Move the hot box and clean work surface
- Empty the trays on the trolleys wipe the runners and clean drawers
- Check all saucepans, baking trays, all cupboard equipment and drawers for damage or wear & tear report replacement needs
- Defrost and clean interior of freezers.

End of Term duties

- Everything must be left as clean as possible.
- All equipment stored in cupboards.
- Trolley moved to the fridge/ freezer room.
- Aprons cleaned, cloths and tea towels washed and put away.
- Throw away any foods that are out of date. Some foods can be frozen.
- Dry ingredients must be stored in jars and locked away.
- Descale kettles
- Wipe electric hand mixers and food processors

End of Year duties

Deep clean both Food rooms T5 & T6 (separate deep clean lists available)

Other Duties

- Help with photocopying needed.
- Prepare cupboard labels showing how equipment should be stored in each cupboard.
- Check and inventory equipment that require maintenance.
- Write down orders requested for ingredients and equipment.

This job description is not intended to be a comprehensive definition of the post and will additionally include any task which the Co-Headteacher may reasonably require the post holder to complete as part of the role. It will be reviewed annually and may be subject to modification or amendment after consultation

Signed: Date:
Post Holder

Signed: Date:
Co-Headteacher

Person Specification: Cover Team	Essential	Desirable
Education		
GCSE Maths, English and Science or equivalent	✓	
A Level qualification		✓

Skills		
Manual Skills	✓	
Team player but also able to work independently and use initiative	✓	
Flexible and adaptable – be able to think on your feet	✓	
Excellent organisational skills	✓	
Ability to multi task	✓	
Good communication and interpersonal skills – orally and written	✓	
Good IT skills		✓

Committed to:		
Inclusion and a positive “can do” approach	✓	
Flexible working practice, willing to go the “extra mile”	✓	
Promoting and safeguarding the welfare of students	✓	
CPSD (continuing professional self-development)		✓

About the School

Thank you for your interest in applying for a post at The Holt School.

The Holt is an “Outstanding” (OFSTED June 2008) girls’ comprehensive school with an eight form entry in the main school and a co-educational sixth form making a total roll of 1281

The school, situated on the western side of the town, was founded in 1931 and whilst we are proud to uphold those traditional values by maintaining high standards of behaviour and expectations we have a modern outlook, we are ambitious and excited to embrace change.

As well as the broad and balanced curriculum, students at The Holt enjoy a rich and varied extra-curricular programme. We are very fortunate to have an extremely talented and hardworking staff all of whom are committed to providing the best possible education both in and outside of the classroom. Teaching and support staff give generously of their time to provide a wide range of enrichment activities. As a school with a global outlook, we actively encourage all our students to experience other cultures through exchanges, trips and expeditions. Relationships between staff and students are excellent and across the whole school community there is an atmosphere of mutual respect.

The school’s success is a reflection of the dedication of our staff as well as the hard work from our students. The examination results at GCSE and ‘A’ level are amongst the best in the county. Most students go on to take 10 GCSEs and 90% of students achieve 5 or more standard passes including English and Maths at grade 4. ‘A’ level results are excellent with 61% of entries achieving A*AB and 30% A*A.

The school operates a 50 period fortnight which enables us to provide a balanced curriculum in Key Stage 3 and to increase option choices in Key Stage 4.

We have 88 teachers (some part-time) and 50 support staff (administrators, technical support, technicians, cover supervisors, learning support assistants, site team and lunchtime supervisors).

There is an excellent programme of training and professional development in which all staff are encouraged to participate. There are also personalised CPD pathways including coaching and leadership training and pathways for middle and senior leaders.

Please contact us if you have any questions or to arrange a visit.

We look forward to hearing from you and to receiving your application.

INSPIRE - CHALLENGE - ACHIEVE

“To **inspire** all members of the Holt community by **challenging** them to maintain a safe and caring environment in which they **achieve** success whilst preparing for a future in an ever changing global society

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All posts are subject to an enhanced Disclosure and Barring