



Beamont Collegiate  
Academy

26 November 2024

# Food Technician Apprentice

Job Description and  
Person Specification



'I can, I do & I will be!'

## POST OVERVIEW

### FOOD TECHNICIAN APPRENTICE

Are you passionate about food and interested in supporting students in their cooking learning journey? Beamont Collegiate Academy is looking for a dedicated and motivated individual to join our team as a Food Technician Apprentice. This is an exciting opportunity to work in a vibrant school environment, assisting in the practical and administrative aspects of our food technology curriculum. This role offers hands-on experience, on-the-job training, and support to help you develop skills that will kickstart a rewarding career in education or food technology. If you're organised, creative, and ready to make a difference, we would love to hear from you!

The successful candidate will be required to apply for an enhanced DBS Certificate from the Disclosure & Barring Service. Details can be found on <https://www.gov.uk/disclosure-barring-service-check>.

#### Terms and Benefits

- 1) Salary: National Apprenticeship rate
- 2) Full time (37 hours per week) Term time Only plus 5 Inset Days (39 weeks) / FTC 18 month with view to Permanent upon completion of course
- 3) Eligible for Local Government Pension Scheme (Cheshire Pension Fund Scheme)
- 4) Occupational Sick Pay Scheme (entitlements based on service)
- 5) Access to TCAT+ our Reward, Recognition and Wellbeing offer including access to retailer discounts and benefits, Cycle to Work scheme, Car Benefit Scheme, Smart Tech Pack, and online resources to support physical, emotional, professional, financial and social wellbeing
- 6) Training and development opportunities / CPD
- 7) Any other benefits.

Applications should be returned, only using the application form provided, to [recruitment@bca.warrington.ac.uk](mailto:recruitment@bca.warrington.ac.uk) by the closing date of Friday, 6<sup>th</sup> December 2024, 9am.

Interviews dates: TBC

Start Date: January 2025

## POST DETAILS

<b>Location:</b>	Beamont Collegiate Academy
<b>Job title:</b>	<b>Food Technician (Apprentice)</b>
<b>Salary:</b>	National apprenticeship wage
<b>Hours of Work:</b>	Full time (37 hours per week) Term time Only plus 5 Inset Days (39 weeks) / FTC 18 months / Day release
<b>Reporting to:</b>	Food Leadership
<b>Responsible for:</b>	<p>Undertaking duties in support of the work of the teaching staff in the food department.</p> <p>Undertake training course as part of the apprenticeship (training provider)</p>
<b>Key Tasks and Responsibilities</b>	<p>Under the direction of the Food leadership, coordinate the use of practical resources and facilities and provide assistance and advice in meeting the practical needs of the food curriculum, including liaising with teaching staff and support staff outside the department.</p> <p>Preparation of resources and assembly of apparatus and equipment for practical lessons, sourcing materials by local purchase, giving technical advice to teachers, technicians and pupils. To carry out risk assessments for technical activities, assist in practical classes and carry out demonstrations and attend department meetings.</p>
<b>Job purpose:</b>	Supporting the food department in the co-ordination of resources to ensure smooth delivery of practical lessons which comply with and exceed national curriculum requirements.

# JOB DESCRIPTION

## Key Responsibilities

### 1. Preparation and Support for Lessons

- Prepare ingredients, tools, and equipment for food technology lessons.
- Ensure a safe and organised working environment in the food technology rooms.
- Assist teachers during lessons, offering support and guidance to students.

### 2. Inventory and Stock Control

- Manage and order supplies as directed by the Food Technology Lead.
- Maintain accurate records of stock levels and assist in tracking budgets.
- Ensure proper storage and labelling of ingredients to maintain food safety standards.

### 3. Health & Safety Compliance

- Ensure all food preparation areas, tools, and equipment meet hygiene and safety standards.
- Perform routine maintenance checks on equipment.
- Promote and enforce health and safety regulations within the classroom.

### 4. General Administrative Duties

- Assist in creating and organising teaching resources, displays, and worksheets.
- Support in maintaining records of students' work and tracking progress.
- Perform other administrative tasks as needed to support the department.

## Training and Development

- Attend training sessions and complete assignments as part of the apprenticeship programme.
  - Learn and adhere to school policies, safeguarding practices, and health and safety regulations.
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### **General Duties:**

- To support Academy and STEM activities, attending appropriate Academy events and trips.
- Any other duties deemed reasonable, as directed by the principal.

### **General Responsibilities of all Beamont Collegiate Academy Support Staff:**

- a) To work consistently to uphold Academy's aims.
- b) To work in a co-operative and polite manner with all stakeholders.
- c) To work with students and parents in a courteous, positive, caring and responsible manner at all times.
- d) To take an active and positive role in the Academy's commitment to developing staff, and the annual review procedures.
- e) To work with visitors to the Academy in such a way that it enhances the reputation of the Academy.
- f) To seek to improve the quality of the Academy's service.
- g) To present oneself in a professional way that is consistent with the values and expectations of the Academy.

The details contained within this job description reflect the content of the job at the date it was prepared. However, it is inevitable that over time, the nature of the job may change. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed provided that responsibilities remain in line with the grade. Consequently, the Academy will expect to revise this job description from time to time and will consult the post holder at the appropriate time.

## PERSON SPECIFICATION

Criteria		Essential	Desirable	Assessment Method
<b>Qualification and Relevant Experience</b>				
1	Good levels of literacy, numeracy, and ICT competence.	X		A/I
2	Qualifications related to food technology, catering and hospitality at GCSE or A Level (or above).		X	A/I
3	Basic understanding of food safety and hygiene principles.	X		A/I
4	Willingness to undertake and complete food-tech and hospitality related apprenticeship course, first aid/ health and safety related training courses.	X		A
5	Ability to work independently as well as part of a team.		X	A/I
6	Strong communication skills, with the ability to assist students of varying abilities.		X	A/
7	Eager to learn, with an interest in food technology or education.	X		A/I/
8	Willingness to support and contribute to academy events in and out of school time.		x	A
9	Ability to handle multiple tasks in a dynamic environment.		X	A
10	Previous experience working in a kitchen, food-related environment, or educational setting.		X	A
11	Familiarity with basic culinary skills.	x		A
<b>Competencies</b>				
12	Excellent organisational skills.	X		A/I
13	Energy, enthusiasm and drive.	X		A/I
14	Ability to work under pressure.	X		A/I
15	Team player.	X		A/I
16	Discretion, courtesy, honesty and integrity.	X		A/I
17	Reliable, punctual, diligent and well-organised.	X		A/I
18	Excellent role model for young people and for staff.	X		A/I

19	Committed to providing the best for all pupils.	X		A/I
20	Commitment to safeguarding and the welfare of pupils.	X		A/I
21	Willingness to be involved in the wider life of the school.		X	A/I
<b>Commitment to Equal Opportunities</b>				
22	Understanding of and commitment to the principles and practice of equality, diversity and inclusion, both in relation to employment issues and to service delivery	x		A/I

Key: A = Application; I = Interview; T = Task

**NOTE TO APPLICANTS:**

Whilst all points on the specification are important, those marked as 'essential' are the key requirements for the role. You should pay particular attention to these points and provide evidence of meeting them. Failure to do so may mean that you will not be invited for interview.