Job Description: Food & Nutrition Technician (Part-time)

The School
Kimbolton School, founded in 1600, is the only independent school in the old county of Huntingdonshire and is now one of the leading schools within Cambridgeshire with strong academic performance and an excellent pastoral record. The School, set in over 100 acres of parkland and playing fields, currently educates 970 children aged 4-18 in a co-educational, predominantly day environment. There are 43 boarders. The Senior School is located around the magnificent Grade 1 Listed Kimbolton Castle with its rich historic past; it was the house where Katharine of Aragon was exiled and where she subsequently died. The Preparatory School is housed to the west of the village on the original Grammar School site. Both parts of the School enjoy well maintained and modern buildings with the latest development, The Queen Katharine Building, being completed in time for the start of current 2015 academic year. The School employs approximately 280 staff and owns a subsidiary company, Kimbolton School Enterprises, which transacts all non-charitable trading activity.

Kimbolton School is committed to safeguarding and promoting the welfare of children and applicants will need to display commitment to the protection and safeguarding of children and young people. The successful applicant will be required to have an enhanced level check through the Disclosure and Barring Service (DBS) (see notes below) as well as complete a disqualification by association declaration.

The Department
The Department instructs pupils aged 11-18 years and consists of two full time and one part time Food & Nutrition Teachers and one part-time teacher and technician specialising in textiles.

Duties and Responsibilities

Key Tasks
- Prepare and present equipment, resources and materials for demonstration for pupils.
- Monitor and manage stocks of materials, specialist and routine equipment and ensure that they are kept in an orderly, secure and safe manner, cataloguing as required.
- Ensure equipment is dismantled, stored and cleaned correctly after use, recording items that need repairing.
- Demonstrate and assist others to use specialist equipment and materials safely.
- Correctly recording temperature of fridges and freezers.
- Maintain records as required and undertake clerical/administrative duties.
- Assisting in practical lessons and providing support for pupils under the guidance of the teacher, including on a one to one basis for those pupils requiring additional support.
- Assisting with displays within the classroom.
- Assisting with online shopping and preparing ingredients for the Boarders.
- Ensure that all duties are undertaken within appropriate Health and Safety guidelines for the relevant subject area.
- Comply with legislation, policies and procedures relating to child protection, health, safety, welfare, security, confidentiality and data protection, eg COSHH, Food Hygiene and Manual Handling of Goods.
**Person Specification**

| Qualifications | NVQ Level 2 or equivalent qualification Food Hygiene qualification (D)  
|                | IT qualification (D)  
|                | Educated to at least GCSE/O'Level in English and Mathematics (E)  
| Experience     | Experience of food preparation (E)  
|                | Working knowledge of cooking equipment and the ability to identify faults and seek repairs as needed (E)  
|                | Experience of working in a similar role or catering environment (D)  
|                | Experience of working with a range of food equipment and resources (D)  
|                | Experience of demonstrating specialist equipment and materials (D)  
|                | Knowledge of particular subject and technical area (D)  
| Skills and Abilities | Knowledge of Health & Safety legislation as it relates to the work of a school, or willingness to train (D)  
|                | Knowledge of safe working practices in relation to handling and usage of hazardous equipment and tools (E)  
|                | Excellent interpersonal and communication skills (E)  
|                | The ability to organise/prioritise workload to meet deadlines (E)  
|                | Enthusiastic, self-motivated and works well as part of a team (E)  
|                | Competent in the use of a computer and knowledge of Microsoft Office (E)  
|                | Ability to be able to carry out risk assessments (D)  
|                | Ability to maintain specialist resources (E)  
|                | Ability to prepare equipment and materials for lessons, as requested by the teaching staff (E)  
|                | Able to create a safe, clean, orderly and productive working environment (E)  
|                | Able to monitor suppliers of materials and resources and order as required (E)  
| Other          | Passionate about cookery and food preparation (E)  
|                | Highly motivated and enthusiastic (E)  
|                | An understanding of health and safety issues (E)  
|                | An understanding of the values and behavior expected within this role (E)  
|                | An understanding of the protection and safeguarding of children and young people (E)  
|                | Flexible with working hours (E)  

**Responsible to:**  
Head of Food & Nutrition

**Hours of work:**  
15 hours per week, term time only (35 weeks). Initially it is expected that the hours of work will vary according to the teaching staff time table but will initially be worked over three days, Wednesday, Thursday and Friday on each week to include a 30 minute unpaid daily lunch break.
Remuneration: Actual salary £5,227 per annum

Holiday Entitlement: 24 days annual leave entitlement plus Statutory Bank and Public Holidays. For term time only staff, annual leave entitlement will be calculated and will be included with the salary.

Pension: Kimbolton School offers a membership of a defined contribution pension scheme, after a three month probationary period of employment has been satisfactorily completed.

Other benefits: Free lunch time meals during term time
Free access to a fully equipped Gym and Swimming Pool
Ongoing personal development

Referees: The names, addresses and telephone numbers of two professional referees are required. Ideally references will be sought prior to interview. Referees will not be contacted without the permission of the applicant.

Notes:
The post holder is required to operate within school policies and procedures, including Health and Safety.

Kimbolton School is an equal opportunities employer.

Kimbolton School operates a No Smoking policy on the Estate.

Under the Guidelines Safeguarding Children: Safer Recruitment and Selection in Education Settings June 2005, Kimbolton School reserves the right to request age related information from the candidate.

Kimbolton School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post. It is an offence for any organisation to offer employment that involves regular contact with young people under the age of 18 to anyone who has been convicted of certain specified offences, or included on lists of people considered unsuitable for such work held by the Department of Education. It is also an offence for people convicted of such offences to apply for work with young people. The successful candidate is subject to satisfactory completion of an Enhanced Disclosure from the Disclosure and Barring Service before the appointment is confirmed. This check will include details of cautions, reprimands or final warnings as well as convictions. Further information about the Disclosure scheme can be found at www.dbs.gov.uk. All employees will be expected to follow the schools Safeguarding Policy, the Safeguarding Code of Conduct, will attend Safeguarding training and report any Child protection issues to the Designated Safeguard Lead.

A copy of the School’s Safeguarding Policy and Code of Conduct is attached for your information or can be obtained from the school’s website www.kimbolton.cambs.sch.uk