

**CHESTER WEST AND CHESTER BOROUGH COUNCIL
JOB DESCRIPTION QUESTIONNAIRE**

JOB TITLE	Food and Textiles Technician (Secondary School)	JOB REF NO	AAAE5008
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BASIC JOB PURPOSE

To provide practical support to teachers of Food and Textiles Technology, in order that the curriculum can be delivered efficiently and effectively to students.

	MAIN RESPONSIBILITIES
1	Prepare a wide range of materials, ingredients, and equipment/tools for use by teachers and students in the classroom/workshops – including shopping for food and textiles, laundering tea towels, dishcloths, aprons etc.
2	Clean and undertake basic maintenance routines on equipment and tools used in the classrooms/workshops, such as sewing machines and overlockers, storerooms, cookers, microwaves, sinks, tiles, tabletops and small electrical equipment, fridges, freezers, etc. Regularly check for faults (especially electrical) and arrange for annual servicing of machines and equipment.
3	Provide support to teachers and students during lessons in the use of equipment and machines (e.g., unjamming sewing machines, demonstrating the proper usage of machines, etc); respond to specific requests from students for extra equipment/ ingredients; and guide/instruct students who experience difficulties in understanding during the lessons.
4	Provide clerical/administrative support to the teaching staff in the Food and Textile Department (i.e., carry out word processing, faxing, dealing with telephone enquiries, maintaining inventory lists, drafting letters, recording visit payments, photocopying, etc).
5	Undertake stocktaking, replenishment ordering and storage of materials, under the direction of teachers.
6	Mount/display students' work for GCSE exhibitions in classrooms and around school.
Notwithstanding the detail in this job description, in accordance with the School's/Council's Flexibility Policy the job holder will undertake such work as may be determined by the Headteacher/Governing Body from time to time, up to or at a level consistent with the Main Responsibilities of the job.	