

**ST MALACHY’S COLLEGE**

**HOME ECONOMICS TECHNICIAN**

**JOB DESCRIPTION**

**POST TITLE:** Home EconomicsTechnician

**RESPONSIBLE TO:** The Principal, through the Bursar and Head of HE

**JOB PURPOSE:** To provide support to Home Economics teaching staff in the implementation of the College’s/Department’s educational programme and to maintain a clean and tidy environment.

**REQUIREMENTS:**

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|  | **Essential Criteria (Minimum)** | **Desirable Criteria (Subject to enhancement at the determination of the panel)** |
| QUALIFICATIONS  EXPERIENCE /SKILLS | GCSE English Language and Maths pass grades or equivalent, experience of: -Personal: Cooking and baking skills.  OR, at least 6 months experience in a similar role | * Minimum of 5 GCSE Pass grades(Including GCSE English language, Maths and Home Economics). * Experience working in a commercial food environment, and/or * Experience working/volunteering in a school setting. * Basic ability to use ICT e.g., Word. |
| PERSONAL QUALITIES  (Interview) | * Enthusiasm * Excellent team worker * Organised (Methodical) * Flexibility * Ability to use initiative * Good communication skills |  |

**Key tasks:**

The main duties are as follows:

**Provision and maintenance of facilities and practical resources**

1. To locate and provide equipment and food supplies, as requested, for teachers in the Home Economics Department.
2. To prepare the equipment and food supplies for practical lessons.
3. To clear away equipment and supplies after practical lessons.
4. To assist in the preparation of teaching materials, purchase of food ingredients, stock control and rotation of food supplies.
5. To collect, clean and store equipment and materials in designated storage areas.
6. To ensure each practical room is fully equipped, as required.
7. To ensure each room is maintained to hygienic standards agreed with the HoD.
8. To support staff in ensuring the general safety of pupils- distribution of equipment.
9. Ensure no unauthorised person has unsupervised access to equipment and materials when not in use.
10. To inform HoD of materials and equipment found to be in an unsatisfactory/unsafe condition and arrange for repair and disposal of such items.
11. To assist in the preparation for and attend Open Nights and other school events.

**Administration- Involves the use of ICT.**

1. To track spending and maintain records in relation to food and cleaning supplies.
2. To carry out reprographic work requested by teachers in the department, including examination papers.
3. To assist the HoD in the ordering/purchasing, receiving, checking, storing and distribution of resources.
4. Safe handling of cash in relation to practical lessons.

**Cleaning**

**To clean all areas of the HE Department**

1. Clean all equipment, including ovens, hobs, microwaves, fridges, crockery, cutlery, and utensils and maintain a tidy working environment.
2. Clean all surface areas including worktops, desks, chairs etc.
3. Sweep, suction clean, mop, dry buff, spray clean, spray wax, machine scrub and dry, strip and re-polish floors using appropriate equipment.
4. Sanitising all regular touch areas including chairs, doors, light switches, sinks and toilets. There should be routine cleaning and disinfection of frequently touched objects and surfaces (e.g. telephones, keyboards, door handles, light switches, seats). Top up classroom supplies of cleaning products and paper towels (and hand soap where supplied).
5. Clean HE toilet areas including the fixtures and fittings.
6. Clean, wash and dust ledges, walls, fixtures, fittings and internal surfaces up to 3.35M. Polishing furniture where appropriate.
7. Empty and clean internal litter bins and remove litter to the designated collection points.
8. Wash and dry all aprons, table-cloths, dish and drying cloths etc.

**General**

1. To assist with the preparation of displays, exhibitions and demonstrations.
2. To attend relevant training as directed by the HoD, Bursar or Principal.
3. To carry out other duties as may be assigned from time to time by the Bursar or Head of Department.

**WORKING WEEKS**

The post is term-time, with 39 working weeks per year. You may be expected to work additional time out- side of term time as and when required and will be remunerated for extra hours worked.

**WORKING HOURS:**

Monday to Friday: 30 hours per week, 9.30am to 4.00pm (half hour lunch break).

**SALARY:**

NJC Scale Points 11 - 14 (£19,541 - £20,512 pro-rata).

**PENSION (OPTIONAL)**

Northern Ireland Local Government Officers’ Superannuation Scheme (NILGOSC)