Part Time Food and Nutrition Technician
Information Pack
Alcester Grammar School
I am very proud to be the principal of this wonderful school. We are one of the country’s highest performing state schools, and we pride ourselves on being an uplifting place to work and study, and a community where everybody is happy and valued.

Staff who work here have been heard to say it is the best job they have ever had and many choose to remain with us for a long time. If you do join us you will be part of a like minded community who enjoy their roles and obtain a great deal of job satisfaction.

I can safely say that working here is a huge amount of fun. Our students are well behaved, there is virtually no poor behaviour or disruption in lessons or around the school premises and the children exhibit a voracious appetite for learning.

We are located in a highly convenient location in South Warwickshire, just over half an hour’s drive from Birmingham and easily commutable from Worcester, Stratford, Coventry, Warwick or Cheltenham. We are fortunate to be in a beautiful part of the country with superb amenities and eminently affordable housing, including plenty of good quality new build housing nearby. Anybody joining us is likely to see not just a significant increase in the quality of their professional life, but a commensurate increase in the quality of life outside of school.

I look forward to receiving your expression of interest and meeting you soon.
AGS is a forward-looking, selective state school with academy status and an outstanding record of promoting high achievement. Whilst we have achieved outstanding judgements in our last four Ofsted inspections, we regularly analyse our performance and seek new ways to enhance learning opportunities for our students.

We are selective at 11-16 but we offer wider access to post-16 students. We have over 1000 students on roll, including nearly 500 in the sixth form.

A major strength of our school is our pastoral support structure. Behaviour and attendance are excellent at AGS and our students are highly motivated, keen and enthusiastic. They are warm, welcoming and have a good working relationship with staff, which is built on mutual trust and respect.

AGS is an exciting place to work. We have a large number of support staff who work alongside teachers and there are many opportunities to develop their skills and careers through research projects, working with trainee teachers, participation in school development groups and working with staff from other schools, locally, nationally and internationally. Staff have high standards; both of themselves and our students.

What our current staff say:
“There's a real sense of working as a team, and a great warmth and humour I haven't experienced in any other workplace.”

“AGS has a unique vibe. There is such a positive atmosphere around the school; staff and students respect each other, support each other and demonstrate genuine care.”

“The students are never afraid to ask `why?’ They are vibrant and challenging”

Please do have a look at our website at www.alcestersgs.co.uk and view our prospectus to find out more about our school.
Part Time Food and Nutrition Technician
Job Description

Duties and Responsibilities:
General
- Preparing equipment and teaching areas for practical activities, and science investigations.
- Maintaining equipment and managing food stores: in the food storage area and teaching areas.
- Supporting teachers in practical classes, but not leading learning in class.
- Carrying out administrative tasks and other functions related to the smooth running of the department, e.g. ordering ingredients, printing, photocopying.
- Ensuring a safe and hygienic environment, addressing health and safety issues in the room.
- Work on your own initiative as well as a member of a team.
- Plan and prioritise your work effectively.
- To attend and participate in relevant meetings as required.

Maintaining Work Area
- To ensure that food technology rooms and equipment are kept clean and tidy and that food technology room safety regulations are met, including checking equipment for safety and cleaning.
- Sterilizing equipment and advising students on safety aspects of particular practical work.
- Ensure that fridges, cookers and equipment are kept clean and that a deep clean is undertaken when required.
- Ensure that all equipment is accounted for, in the correct place and replaced where necessary.
- Ensure that all equipment is stored in a safe, hygienic and appropriate manner.
- Assist the classroom teacher in the logging in and out of certain items of equipment as required.
- To be responsible for maintaining departmental displays of work both in the technology area and around the school

Resources
- To monitor supplies of stock and inform line manager when further supplies of resources or ingredients are required; check goods delivered against orders and storing appropriately; carry out
- Stock taking and inventory checks.
- To record breakages and loans, in accordance with school policy, and assist with department filing, including maintenance of up to date catalogues and price lists.
- To assist with the preparation of materials for lessons, display and projects.
- To assist in setting up for practical lessons and demonstrations.

Other
- The post holder will be expected to carry out all duties in the context of and in compliance with all the school policies.
- To be willing to undertake training as necessary.
- To be familiar with Health & Safety regulations.
- Provide First Aid when necessary (after training)
- Be aware of and take part in the school’s performance management framework and participate in training and development activities as required.
Advisory Note to Applicants

REHABILITATION OF OFFENDERS ACT 1974
Amendment to Exceptions Order (2013)

The work for which you are applying will have regular contact with children and is exempt from the Rehabilitation of Offenders Act 1974. However, please note that the amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are ‘protected’ and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found at the Disclosure and Barring Service website. www.gov.uk/dbs

These details should be enclosed in a separate, sealed envelope marked ‘confidential’ – for the attention of the Chairperson of the appointing body. The envelope should state clearly the name of the school/establishment and the work for which you are applying, and be returned with your application form.

The information you give will be treated in confidence and will only be taken into account in relation to an application where the exemption applies.

The Governing Body is entitled, under arrangements introduced for the protection of children, to check with the Disclosures and Barring Service for the existence and content of any criminal record of the successful applicant prior to the confirmation of appointment.

Therefore, successful applicants will be required to complete a disclosure form to enable a check to be undertaken. Failure to consent to this could prevent the application being considered further. This check involves details being obtained of convictions, including those considered ‘spent’ under the Rehabilitation of Offenders Act 1974, cautions held at national level and may also include non-conviction information. You will receive the results of the check from the Disclosures and Barring Service, who will also forward a copy to the Authority. Information received from the Disclosures and Barring Service will be kept in strict confidence and will be destroyed in accordance with guidelines laid down by the Disclosures and Barring Service.

The disclosure of a criminal record will not debar you from appointment, unless the Authority considers that the conviction renders you unsuitable for appointment. In making this decision, consideration will be given to the nature of the offence, how long ago and what age you were when it was committed, and any factors which may be relevant.

Failure to declare a conviction, caution or bind-over may, however, disqualify you from appointment, or result in dismissal or disciplinary action if the discrepancy comes to light.

Under the Criminal Justice and Court Services Act 2000 it is an offence for an individual who has been disqualified from working with children to knowingly apply for offer to do, or accept or do any work in a ‘regulated position’, such as the post for which you are applying.

Equal Opportunities Policy
Alcester Grammar School is an Equal Opportunities Employer.

The school’s Equal Opportunities Policy states that it will give equal treatment to all persons within its organisation regardless of sex, marital status, race, colour, nationality, national origin, ethnic origin, sexual orientation, disability, age and not allow any individual to be disadvantaged by any other condition which cannot be shown as justifiable.
Application Procedure

Please provide an expression of interest indicating your suitability for the role. Expressions of interested should be submitted via email to j.dyos@alcestergs.com or by post, for the attention of Jacqui Dyos, Alcester Grammar School, Birmingham Road, Alcester, Warwickshire B49 5ED.

The closing date is 9am on Monday 5th June 2017; interviews will be held shortly after.

Alcester Grammar School is committed to safeguarding and promoting the welfare of all children and young people and expects all staff and volunteers to share this commitment. An enhanced DBS (Disclosure and Barring Service) check will be carried out prior to the commencement of any offer of employment.

For more information about AGS see our website www.alcestergs.co.uk or contact the Principal, Clive Sentance on 01789 762494, or via j.dyos@alcestergs.com

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