



CITY OF LONDON  
FREEMEN'S SCHOOL

ASHTEAD, SURREY

# Food Technology Technician

## Information for prospective staff

### Department Information

The Food Technology Department is currently staffed by a Head of Department, together with a technician. There is one well equipped food room located on the first floor in the Science and Technology building. The room is a good size and benefits from 13 cookers and a large IT screen with a food preparation room situated off the main room; there is a smaller food room in the Junior school.

All pupils in Key Stage 3 study Food Technology in rotation with Design Technology. In years 7 and 8 pupils are taught in mixed ability groups with a maximum class size of 14 pupils and each of these year groups has two lessons per week of Food Technology for one term, these being a mix of practical and theory lessons. In year 9 pupils have one lesson per week for half the academic year; the maximum class size is 12 pupils. Usually at least half of these lessons are practical cooking sessions.

GCSE pupils follow the Eduqas Food Preparation and Nutrition course; there are five lessons per fortnight with two generally being practical in nature. In addition to academic lessons, the department contributes to the school's co-curricular programme and other activities such as House Chef.

All pupils have an iPad, allowing a high degree of independence in their learning, whether by accessing filmed demonstrations of recipes or by carrying out their own research as part of a project.

The Department is committed to supporting all pupils to enjoy their food lessons, whether theory or practical, and reach their potential as well as helping them to develop a wealth of transferable skills and preparing them for life at university and beyond.

### Information about the role

#### Purpose of post

Provide a range of technical and administrative support for the efficient running of the Food Technology Department

#### Reporting

Reports to Head of Department

## Main Duties & Responsibilities

- Prepare all equipment and teaching areas for practical lessons well in advance, ensuring they are clean, safe, and in good working order. Set out equipment required for each lesson and collect it at the end. Launder class aprons and towels during the working day.
- Provide technical support to teachers during practical lessons at Key Stages 3 and 4, supporting teaching and learning while promoting pupil independence. Demonstrate high standards of kitchen and food hygiene at all times in accordance with Level 2 Food Hygiene and Allergen Awareness requirements, ensuring accurate allergen checks are completed prior to practical lessons.
- Assist pupils with the drop-off and collection of food at the beginning and end of the day, where hours permit, ensuring safe handling at all times. Liaise with pupils via Microsoft Teams to arrange collection of items left behind.
- Assist in maintaining and monitoring the departmental budget, including use of the department credit card and associated financial procedures, under the direction of the Head of Department.
- Place online food orders as required, maintaining effective stock control and safe storage practices. Order equipment and stationery under the direction of the Head of Department.
- Maintain awareness of departmental risk assessments and developments in health and safety, under the direction of the Head of Department.
- Oversee departmental resources, including:-
- Monitoring best-before and use-by dates on food products.
- Maintaining the department SharePoint area and class information on Microsoft Teams, under the direction of the Head of Department.
- Filming demonstrations for use by pupils.
- Assisting with the preparation of cover lesson resources for absent teachers, as required.
- Attend internal meetings and undertake relevant training as directed by the Head of Department.
- Assist with Open Mornings, Open Evenings, and similar events as required by the Head of Department. Advance notice will be provided wherever possible.
- Assist in the Junior School Food Technology Department as required.

## Other Points

- Actively seek to implement and comply with the School's Safeguarding policies and procedures and to demonstrate a commitment to the safety and welfare of children.
- Actively seek to implement the City of London's Occupational Health and Safety Policy in relation to the duties of the post, and at all times give due regard to the health and safety of both themselves and others when carrying out their duties. Training will be provided in relevant City Policies.

- Reporting all accidents to the COO via the City's Accident Reporting procedure
- Informing the COO of any concerns regarding Health & Safety and safe working practices.
- Actively seek to implement the City of London's Equal Opportunity Policy and the objective to promote equality of opportunity in relation to the duties of the post.
- To undertake any other duties that may reasonably be requested appropriate to the grade.

### **Revision of Job Description**

According to the development and requirements of the school, job descriptions may need to be reviewed and updated periodically after consultation with the job holder.

## Person Specification

Please find below the qualifications, experience and technical skills required to undertake this post. Each criterion will be assessed at application (A), interview (I) or test (T) as indicated below.

### Professional Qualifications / Relevant Education & Training:

- GCSE standard or equivalent with good passes in Maths and English (A)
- Level 2 Food Hygiene Certificate or higher and Level 2 Allergen Awareness Certificate or willing to qualify in these (A)
- Qualified first aider or willing to qualify in this (A)

### Experience required

- Experience in a Food Technology department or a catering environment is desirable (A)
- Experience of using a range of ingredients and equipment used in a typical school Food Technology Department. A confident cook (A/I/T)
- Ability to apply sound food and kitchen hygiene principles or be willing to train in these (A/I/T)
- Proven organisational skills and an ability to manage constantly changing priorities and deadlines A/I)
- Excellent communication skills to build good working relationships and to be able to work with both young people and adults (A/I)
- An ability to be flexible and demonstrate a “can do” attitude (A/I)

### Technical Skills:

- Proficient cooking skills (A/I/T)
- Ability to always apply food and kitchen hygiene principles in line with the Level 2 Food Hygiene Certificate (A/I/T)
- Proficient in use of MS Office - Outlook and Word, ideally with experience of Teams and Excel (A/I/T)

### Other Relevant Information eg. working hours or desirables (only if applicable):

- Experience of working with children is desirable (A)
- Flexibility regarding working hours to align with timetable requirements (I)
- A keen interest in helping pupils gain a range of food preparation skills (A/I)
- Professional work ethic (A/I)

## Note to Applicants:

The qualifications, experience and technical skills will be used in the decision-making process for recruitment. Please give examples of how you have exhibited these behaviours in your previous role(s). It is essential you address the criterion marked as (A) on your application form in the section for supporting information.

Be as specific as possible, we cannot guess or make assumptions, but will assess your application solely on the information provided. Try to provide evidence, by examples, where possible, of skills, knowledge and experience contained in this person specification.

## How to Apply

Applicants should send a completed application form to [CLFS-Recruitment@cityoflondon.gov.uk](mailto:CLFS-Recruitment@cityoflondon.gov.uk), by 9am on **23<sup>rd</sup> June 2026**.

Interviews will take place at the school on **26<sup>th</sup> June 2026**. Candidates are asked to note that Freeman's retains the right to interview and appoint at any time during the application process.

Freeman's acknowledges receipt of all applications, if you have not received confirmation of the safe receipt of your application within two working days, please call the School or email [CLFS- Recruitment@cityoflondon.gov.uk](mailto:CLFS-Recruitment@cityoflondon.gov.uk) to check on its status.

The successful candidate must be able to satisfy the City of London's health requirements and a confidential medical assessment by the City of London's Medical Officer is required.

The City of London Freeman's School is committed to safeguarding and promoting the welfare of children and young people and expects all employees to share this commitment.

The successful applicant must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (Enhanced Disclosure).