

## **Home Economics – Technician**

### **JOB PURPOSE:**

To provide proactive support and assistance to teaching staff in all aspects of the delivery of the Northern Ireland Common Curriculum for Home Economics. To enhance and enrich the learning experience of pupils and ensure that the aims and objectives of the School are achieved in a manner that meets the needs of individual pupils, promotes a positive image of the School, reflects good practice in teaching and learning, and complies with all relevant health and safety standards and regulations.

### **Key Responsibilities: Home Economics**

- supporting teachers in the classroom during practical classes;
- managing resources in order to provide access to the wide variety of equipment and materials necessary for the delivery of the Home Economics curriculum;
- purchasing and organising the food for practical classes;
- maintaining an inventory of departmental equipment and materials;
- maintaining hygiene of food equipment;
- collecting and keeping a record of pupils' contributions to Home Economics fund;
- first line maintenance of equipment/simple safety checks;
- maintaining the organisation and hygiene of the Technician's room/area;
- other duties as assigned.

### **Key Tasks: Home Economics**

- providing and setting up equipment and materials for practical classes and remove same when class is complete;
- taking stock of equipment and materials;
- obtaining quotations and ordering equipment and materials;
- checking orders when received;
- preparing the Home Economics rooms for practical classes;
- ensuring that Home Economics equipment and utensils are well maintained;
- undertake photocopying and typing as required;
- handling cash in relation to purchasing of food/practical materials and collecting from pupils for Home Economics fund;
- setting up spreadsheets for recording of pupil test scores;
- liaising with external agencies to coordinate cookery demonstrations and guest speakers.

**Key Task: First Aid**

- provide (as part of a team) quality care for ill pupils requiring attention at times directed and may include over the school lunch period.

**GENERAL CONDITIONS**

- All duties must be carried out strictly in accordance with:  
all relevant Acts of Parliament, Statutory Instruments and Regulations,  
including the Health and Safety at Work Regulations and the Control of  
Substances Hazardous to Health Regulations; all relevant Codes of Practice and  
guidelines;
- All items of equipment must be used properly and safely. Any equipment  
defects and any accidents at work must be reported immediately to the  
Head of Science.
- All duties will be carried out in the working conditions and environment  
normally inherent in the job of the post-holder.
- All of the necessary administration associated with the correct  
performance of the job must be completed by the post-holder on an  
accurate and timely basis using computerised and manual systems as  
required.
- Duties will be carried out for jobs up to and including those in the same  
grade, provided such duties are within the competence of the employee.

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**TRAINING**

- The post-holder will be required to accept any training offered by the  
School for jobs graded at a higher level than this post. However, payment  
will only be made by the College where there is a requirement for the  
higher-level duties to be carried out.
- The post-holder will be required to accept any training offered by the  
School that is needed to facilitate the proper performance of duties up to  
and including the duties set out in this job description (such training to  
include induction training and refresher training).

