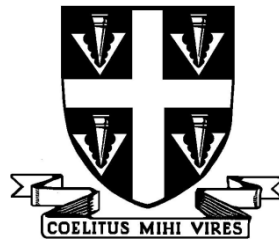


# RANELAGH SCHOOL



## FOOD TECHNOLOGY TECHNICIAN



January 2020

Dear Colleague

Thank you for your interest in the post of Food Technology Technician here at Ranelagh School. In this letter, we aim to provide you with some further insight into our school and our priorities.

Our school has an excellent reputation at local and national level. The last inspection by Ofsted in 2015 judged us to be outstanding in all areas. This was our fourth outstanding report and, whilst we are very proud of this achievement, we are in no way complacent.

In 2019, 84% of students achieved GCSE grades 4 and above with over 20% achieving 7 and above. Value added at both GCSE and A level is very strong and the majority of students stay on into the sixth form.

In addition to excellence in terms of academic outcomes, our purpose is to provide a supportive, stimulating and secure environment in which young people can thrive. As such, we seek to employ inspirational and energetic staff, committed to the school's ethos. In return, we aim to provide opportunities for continuing professional growth and development for all staff, beginning with a well-established induction programme.

Given that we spend such a significant proportion of our time in the workplace, it is important to take pride and pleasure in what we do here. Teaching and non-teaching staff collaborate well. They are mindful of one another's well-being and there is a strong sense of collective purpose.

If you are interested in learning more about the role, then please do contact me. If you would like to apply, please submit your application using the form available on the website [www.ranelagh.bracknell-forest.sch.uk](http://www.ranelagh.bracknell-forest.sch.uk)

We look forward to hearing from you.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Beverley Stevens'. The signature is stylized and cursive.

Beverley Stevens  
Headteacher

## JOB DESCRIPTION

<b>Job title</b>	Food Technology Technician
<b>Hours</b>	13 hours a week, term time only
<b>Salary</b>	BGJ 4-6 - £5530 - £5746 (including London weighting)
<b>Contract</b>	Permanent
<b>Pension</b>	Eligible for the Local Government Pension Scheme
<b>Accountable to</b>	The post holder will be accountable to the Headteacher and be line managed by, and responsible to, a member of the school leadership team
<b>KEY FUNCTIONS OF THE ROLE</b>	
<b>General Responsibilities</b>	<ol style="list-style-type: none"> <li>1. To help implement the aims of the school</li> <li>2. To attend meetings for non-teaching staff as and when required, plus in service training as appropriate.</li> <li>3. To encourage a stimulating, secure and safe, orderly and attractive environment.</li> <li>4. To actively support the school in a public forum within the guidelines of the Code of Practice, Every Child Matters and Equality Act 2010, to support students with special educational needs without discrimination.</li> <li>5. To ensure the implementation of school and departmental policies.</li> <li>6. To maintain practices which lead to the highest possible standards.</li> </ol>
<b>Specific Responsibilities</b>	<ol style="list-style-type: none"> <li>1. To support Food staff in the preparation of materials in their teaching</li> <li>2. To prepare resources for Food lessons</li> <li>3. To assist staff in providing a stimulating and safe environment for learning</li> <li>4. To perform regular stock control tasks – ensuring that all three rooms are replenished in basic materials as defined in each classroom cupboard and drawer in the department</li> <li>5. Take inventories and re-order depleted supplies in consultation with the Head of Department</li> <li>6. The organisation and maintenance of efficient storage systems for equipment and materials</li> <li>7. To organise additional ‘paper’ resources e.g. photocopying</li> <li>8. To support staff and students during practical activities</li> </ol>

## **ROLES AND RESPONSIBILITIES OF ALL RANELAGH STAFF**

As members of a cohesive team, all staff have a common section to their job description which identifies their general responsibilities.

- 1 To implement the aims of the school
- 2 To contribute to school reviews, evaluation and forward planning and actively to support the implementation of the school development plan
- 3 To ensure the implementation of all school policies
- 4 To ensure that all safeguarding procedures are understood and implemented
- 5 To maintain practices which lead to the highest standards of teaching and learning, pastoral care and guidance
- 6 Actively to maintain order and discipline in the school as well as to reward good conduct
- 7 To attend meetings as and when required according to responsibility and to communicate effectively with colleagues
- 8 To attend in service training sessions as appropriate and work with advisory staff
- 9 To liaise with parents and governors as appropriate
- 10 To encourage a stimulating, secure, safe and attractive environment
- 11 Actively to support the school in a public forum.

## **ETHOS AND AIMS OF RANELAGH SCHOOL**

### **Ethos**

Recognising its historic foundation, the school will preserve and develop its religious character in accordance with the principles of the Church of England and in partnership with that Church at parish, deanery and diocesan levels.

The school aims to serve its community by providing an education of the highest quality within the context of Christian belief and practice. It encourages an understanding of the meaning and significance of faith, and promotes Christian values through the experience it offers to all its pupils.

The school aims to provide a supportive, stimulating and secure environment where high standards of learning and personal responsibility are expected and achieved and where every member of the school community is respected and valued.

## Aims

- 1 To provide the environment, stimulus and opportunities which will encourage and enable every individual to discover and fulfil their potential.
- 2 To enable each individual to develop confidence and self-esteem, and to encourage self-reliance, self-discipline and corporate responsibility both in school and in the wider community.
- 3 To develop each student's capacity to take responsibility for his/her own learning and to work constructively as a member of a group or a team.
- 4 To provide opportunities for each student to participate in and enjoy a range of cultural, creative, practical, physical and social activities and to develop their knowledge and skills in these areas. To provide opportunities for moral and spiritual development.
- 5 To ensure that each student leaves school with qualifications and achievements commensurate with his/her ability, with the knowledge, skills, attitudes and values which will provide the confidence to lead a fulfilled and responsible life, and with an awareness that learning is a lifelong process.
- 6 To educate all students through a broad and balanced curriculum which will prepare them effectively for adult life in a multicultural society and an interdependent, changing world.

Please complete our application form with a covering letter in which you summarise why you are suitable for the post and send it to

**Mrs B Stevens, Headteacher  
Ranelagh School,  
Ranelagh Drive, Bracknell RG12 9DA**

Please note that CVs cannot be accepted