



**PLYMSTOCK SCHOOL
PERSONNEL RECRUITMENT
JOB DESCRIPTION**

Job Title Resource Assistant Support (Food) for D&T Department

Pay Group Grade C (Actual salary - £6,788 - £7,409 per annum)

Hours 18 hours per week, 38 weeks per year

Accountable to Head of Department / Faculty (D & T)

Job Purpose

- All involved in the department receive support and assistance in all areas
- Equipment is well maintained and fit for the purpose/prepared in advance/checked at end

1. Preparation of curriculum materials using graphic and reprographic resource equipment
2. Stock control duties
3. Assist the Head of Department (HoD) – as directed in the ordering, management and use of resources to enable teachers' access to materials as and when required
4. General clerical duties; eg, checking inventories/orders/filing of records
5. To take a lead within the department in the creation of a pleasant working environment
6. Maintaining preparation and food rooms to a high standard of cleanliness by:
 - Cleaning cookers as necessary
 - Wiping/cleaning of fridges/chiller/freezers
 - Laundering of dishcloths, tea towels
 - Checking paper towel dispensers, detergent/hand liquid soap bottles
 - Cleaning sinks, workstops/surfaces, microwaves
7. Shopping for ingredients/materials needed for practical lessons
8. Weighing out of ingredients
9. Where applicable, work alongside teaching staff as a classroom assistant to support the teaching programme throughout the school.
10. Complete any other duties directed by HoD/HoF that is reasonable

The contents of this job description are known to and have been discussed as appropriate, with the member of staff in question.

Signed (member of staff)

Signed Headteacher Date