



Ballymena Academy

Home Economics Technician 2

Ballymena Academy, established in 1828, is a successful and forward-looking, co-educational, non-denominational Voluntary Grammar School with an enrolment of 1200 pupils, including more than 300 pupils in Sixth Form. The Board of Governors is the employing authority and the school is funded directly by the Department of Education. There are over 80 members of the teaching staff and additional appropriate support staff.

The school has earned its reputation for high standards of attainment by its pupils, with our young people achieving excellent examination results which are well in excess of N.I. Grammar School averages at GCSE and 'A' Level. The focus is to realise the Mission Statement: 'Ballymena Academy Cares for the Individual and Inspires Learning and Achievement'.

The Board of Governors seeks to appoint a Term-time, Permanent Home Economics Technician from September 2022, or as early as possible thereafter. Details of the post and an Application Form are available from the school website: <https://www.ballymenaacademy.org.uk/>

Information about the Appointment

The Home Economics Technician will provide technical support and assistance to teaching staff in the implementation of the school's/department's educational programme.

This is a term-time, permanent appointment – 30 hours per week, times to be negotiated. It may also be necessary to work for a few days prior to the start of the new school year if specific tasks need to be completed.

Remuneration will be in the region of NJC pts 5 – 6; £19,650 – £20,043 per annum pro rata.

Job Description

The post includes the following responsibilities:

PROVISION AND MAINTENANCE OF FACILITIES AND PRACTICAL RESOURCES

- Assist teaching staff in the development and manufacture of teaching aids and models for use in practical classes and demonstrations.
- Prepare appropriate resources for all classes including the setting up, testing, demonstration and dismantling of suitable resources in accordance with schemes of work and lesson plans.
- Collect, clean and store all equipment and materials securely in designated storage areas.
- Ensure items are regularly inspected and maintained in a state of 'ready for use'.
- Dispose of used materials and equipment in a safe and approved manner.
- Ensure that mandatory and/or statutory checks of materials and equipment are carried out by qualified personnel.
- Inform the designated line manager of materials and equipment found to be in an unsatisfactory/unsafe condition and arrange for the repair and disposal of such items.
- Ensure no unauthorised person has unsupervised access materials and equipment when not in use.
- Advise on health and safety issues in relation to the use of equipment and report on any breaches of health and safety policy to the designated line manager.

ADMINISTRATION

- Develop, maintain and operate all manual and computerised systems associated with the effective management and administration of the Home Economics Department.
- Maintain records and inventories of all departmental resources, materials and consumables, including a register of fixed assets.
- Assist with the ordering, purchasing, receiving, storing and distribution of all departmental resources in line with good practice and the departmental budget.

GENERAL

- Support all staff in ensuring the general safety and wellbeing of pupils.
- Assist with evacuation in emergencies.
- Undertake photocopying and word processing as required.
- Provide support to pupils on an individual or group basis when required.
- Prepare display materials and equipment for open days/evenings.
- Assist with hospitality at meetings and functions when required.
- Assist in maintaining high standards of hygiene in all areas within the department on a daily basis – kitchens, fridges, freezers and storerooms.
- Undertake daily laundry duties.
- Such other duties as may be assigned within the level of the post.

The Job Description may be subject to amendment or modification from time to time, following consultations with the holder of the post, to meet the changing needs of the school.

Criteria for the Appointment

The person appointed to this post must be able to demonstrate by means of his/her application and, if short-listed, the responses he/she makes to the questions asked at interview that he/she meets the following criteria.

(a) Essential Criteria:

Qualifications

- Minimum GCSE A*-C in Mathematics and English Language or level 2 equivalent.
- GCSE Grade A*-C in GCSE Home Economics/Hospitality or other level 2 equivalent.

Skills/Abilities

- Organisational skills.
- Good interpersonal skills.
- Ability to work on own initiative.
- Sound ability in ICT including confident use of Word and Excel.
- Knowledge of HACCP principles and their application in a Home Economics environment.

Personal Qualities

- Ability and willingness to work as part of a team and contribute to areas beyond the work of the Home Economics department.
- Good record of punctuality and attendance.

(b) Desirable Criteria:

- Hold a minimum of 'A' level Home Economics/Hospitality grade A* - E.
- Hold a third level qualification in a Home Economics/Hospitality related subject.
- Experience of using Microsoft Word, Excel and email.
- A minimum of 3 months' experience working as a Home Economics Technician in a school.
- A good record of attendance in any previous employment.
- First Aid qualification.
- Access to own car.

Knowledge and Skills (will be assessed at interview)

- Knowledge of the requirements of Technician 2.
- Knowledge of Health and Safety regulations and requirements in a school environment.
- Knowledge of general administrative processes and records.

Personal Qualities (will be assessed at interview)

- References reflecting good communication and social skills.
- Ability to work with children and adults.
- Professional manner.
- Ability to work under pressure to strict deadlines.
- Flexibility.
- Confidentiality.
- Approachability.

All appointments to Ballymena Academy are subject to the provisions of the Safeguarding Vulnerable Groups (Northern Ireland) Order 2007 (as amended by the Protection of Freedoms Act 2012), and the Rehabilitation of Offenders (Exceptions) (Amendment) Order (Northern Ireland) 2012. Any offer of employment will be subject to Enhanced Access NI clearance. This appointment procedure is in keeping with Department of Education regulations on Child Protection.

The appointment process is scheduled to take place on **Wednesday 27th April**. Applicants who are shortlisted will be informed by Wednesday 20th April.

Returning your Application Form and Monitoring Form

Completed Application and Monitoring Forms must be returned by the specified closing time and date using one of the following methods:

- post
- hand delivery
- e-mail

Completed Application Forms must be received by 12.00 noon on the closing date (Thursday 14th April). Late, or faxed, Application Forms will not be accepted.

If posting or e-mailing an Application Form, it is the responsibility of the applicant to ensure that the application is received by the closing time/date.

Please ensure that when e-mailing the Application Form that the subject line is completed with the Job Title as indicated on the Application Form.

For posted applications, please ensure that the correct postage for the weight and size (including thickness) of the envelope is adhered to in order to ensure that the application is received by the closing time/date.

Address (Postal/hand delivery):

The Principal,
Ballymena Academy,
89 Galgorm Road,
Ballymena,
CO. ANTRIM.
BT42 1AJ

E-Mail address: mbrown783@c2kni.net