



## **TECHNICIAN (FOOD AND NUTRITION)**

Temporary Part-Time (13 hours per week) Term-Time

*(This contract may be subject to extension or may be reduced for any valid reason)*

### **1. INTRODUCTION AND TITLE OF THE POST**

The Secondary Department is seeking to appoint a Technician to support the Food and Nutrition Department. Food and Nutrition is taught to all pupils in Key Stage 3 and are offered as a GCSE subject and to GCE AS and A Level. There are four teachers in the Food and Nutrition department who are currently supported by a Technician who works three days per week (Monday, Tuesday and Wednesday). The school is seeking to increase the technical support for this thriving department through the appointment of a Technician to work the other two days in this week (Thursday and Friday).

This is a part-time, term-time position for 13 hours per week (two days per week). **It is hoped the person will join the team with immediate start** (subject to satisfactory completion of pre-employment checks).

This is a temporary post with a contract end date of 31 August 2026 and may be subject to extension or reduced for any valid reason.

### **2. LINE OF ACCOUNTABILITY**

The person appointed will be responsible to the Head of Department for Food and Nutrition. All members of the non-teaching staff report, through their line managers, to the Bursar and through her to the Principal of the School and the Board of Governors.

### **3. PRINCIPLE DUTIES**

An outline of the main duties and responsibilities of this post is attached in Appendix 1 (see page 6).

### **4. CRITERIA FOR APPOINTMENT**

#### **A ESSENTIAL CRITERIA: the person appointed to this post must have:**

##### **A1 Qualifications**

- a minimum of 5 GCSEs (or equivalent) at Grade A\* to C, including English and Maths;

##### **A2 Experience/Knowledge**

- knowledge of health and safety procedures;
- knowledge of food safety and the practical skills required to plan, cook and present food;

##### **A3 Skills**

- evidence of proficiency in the use of computer and ICT – including the use of Microsoft Office applications (such as Outlook, Word and Excel);

#### **A4 Personal Qualities**

- proven effective planning and organisational skills;
- ability to work calmly under pressure to meet deadlines;
- excellent communication and interpersonal skills;
- enthusiasm to work in a fast paced, creative environment;
- ability to work effectively as part of a team;
- proactive with an ability to work using own initiative;

#### **B DESIRABLE CRITERIA: preference may be given to applicants who have:**

##### Qualifications

- B1 A Level or higher qualification in Food and Nutrition or related subject;  
B2 First Aid Qualification;

##### Experience

- B3 experience working as a technician in an educational setting and/or;  
B4 experience working in a commercial environment;  
B5 experience in the preparation and storage of resources;  
B6 experience in the implementation of health and safety guidelines in the workplace.

**The school reserves the right to enhance the criteria if necessary, for the purposes of producing a manageable shortlist.**

**When applying for the post, applicants should show clearly how they meet the essential and/or desirable criteria for the post.**

**It is essential that you fully describe how you meet each of the criteria sought. Please provide detailed information against each requirement, providing dates and ensuring that where requirements are time bounded (eg 1 year within the last 5 years) you provide detail and dates that fully satisfy the requirement. It is not appropriate to simply list the various posts that you have held. Assumptions will not be made from the title of your post. Failure to do so may result in an applicant not being shortlisted since selection Panels cannot make assumptions in the absence of essential information.**

#### **5. TERMS AND CONDITIONS OF SERVICE**

##### Salary

These are in broad terms, the terms and conditions of service, which are set down for all employees covered by the National Joint Council for Professional Clerical, Administrative and Technical Staff. The school follows the NJC scheme as the basis for its own, applies the percentage increases in salary rates that are negotiated annually for NJC employees and uses the NJC spinal column for determining salary rates for non-teaching staff.

Pay will depend on qualifications and experience but will be based on the NJC scales for Clerical and Administrative Staff.

This post has been graded as a Technician Officer with a range of

**Points 11-14 with hourly rate £14.4663 to £15.1851  
which equates to an annual salary of £8,482 to £8,904 per annum based on 13hpw  
paid in 12 monthly instalments**

This salary is paid on a pro rata basis to reflect the term-time nature of the post. The school will pay the person appointed for the days worked in the course of a school year (which is normally

190 including 5 staff development days), attendance on Open Day, statutory holidays (13 days) and 22 days' annual leave (which rises to 26 after 5 years' service).

### Hours

The person appointed will be expected to work for

**13 hours per week (2 days per week) from 8.45 am to 3.45 pm**

There will be a break of 30 minutes for lunch as well as a 10-minute morning break for tea or coffee.

On occasions when it is necessary for the person appointed to work additional hours these will be by agreement and the additional hours will be regarded as over-time and paid accordingly. This is a term-time only appointment.

### Other Benefits

The school participates in the Cycle to Work Scheme and employees are also eligible to join Benenden Healthcare as corporate members. Free parking is available on the school site.

The person to whom the post is offered will be given a draft contract of employment, which will set out the terms and conditions of employment and, when agreed and signed, form the actual contract for that person. All appointments will be subject to the completion of a period of probationary service of six months.

## **7. PROCEDURE FOR APPLICATIONS**

- (a) Applicants for this post are asked to complete an application form. **It is preferred that application forms are emailed** to the Principal's Personal Assistant, Mrs Amanda Graham at [agraham813@c2kni.net](mailto:agraham813@c2kni.net). An acknowledgement will be sent by return of email. The format of the application form should not be altered in any way. Applicants should note that Apple Pages or Mac versions of the application form should not be emailed.

Application forms are available on the school's website ([www.sullivanupper.co.uk](http://www.sullivanupper.co.uk)) or by e-mail [agraham813@c2kni.net](mailto:agraham813@c2kni.net) from Mrs Amanda Graham, Principal's PA.

If you do not have access to email, you may hand-deliver or post the application to the Principal's PA, Sullivan Upper School, Belfast Road, Holywood, BT18 9EP.

The closing date for the receipt of applications is **Monday 31 March 2025 at 12.00 noon** and applications received after 12.00 noon on that date will **not** be accepted.

- (b) A shortlist of applicants to be interviewed will be drawn up.
- (c) Interviews will take place with **Thursday 8 May 2025** currently the proposed date. **All correspondence in relation to interviews, etc will be via email, if an email address has been provided.**
- (d) Applicants who have not been shortlisted will be notified once the interviews have taken place.
- (e) The person to whom the post is to be offered will be informed and when the offer of the post has been formally accepted, all other shortlisted applicants will be informed of the outcome.
- (f) A reserve list for future, similar vacancies will be maintained which will normally be kept open for no longer than twelve months unless there are cogent reasons for extending the

period. The Board of Governors reserves the right to appoint an alternate applicant from the reserve list, without re-advertisement, for such future vacancies or if any change in circumstances should mean the successful applicant is unable to take up the post.

- (g) Applicants are referred to the Privacy Policy for Applicants which is available on the school's website at [www.sullivanupper.co.uk](http://www.sullivanupper.co.uk).
- (h) It is the policy of the Board of Governors that all those eligible for employment will have equal opportunity for employment and promotion in the school, irrespective of gender, including gender reassignment, marital or civil partnership status, having or not having dependants, religious belief or political opinion, race, disability, sexual orientation or age. Selection for employment and promotion will be on the basis of ability, qualifications and aptitude to carry out the duties of the post.
- (i) Interviewees will be required to bring photographic proof of identity ie a passport, driving licence or electoral identity card and an original birth certificate and/or marriage certificate (as appropriate). These should be presented to the designated member of staff immediately prior to interview. **Interviewees should therefore ensure that they arrive at least 15 minutes prior to the scheduled interview time.** Applicants are assured that the recruitment panel is not involved in these identity checks.
- (j) Canvassing of any kind will disqualify.

## 8. CONDITIONS OF APPOINTMENT

- [a] Sullivan Upper School is fully committed to the implementation of Child Protection procedures as outlined in Department of Education Circulars. Therefore, all applicants should be aware of the following:

Posts involving work in educational institutions are subject to the provisions of the Safeguarding Vulnerable Groups (Northern Ireland) Order 2007 (as amended by the Protection of Freedoms Act 2012).

As part of the recruitment process, a criminal record check is required to be completed by the successful applicant. In Northern Ireland this check is undertaken by AccessNI, upon receipt of a valid application. A disclosure certificate will be issued at the end of the process, including criminal record and other relevant information. Applicants will be asked if there is any reason why they cannot work in Regulated Activity prior to them commencing an application for an Enhanced check with a Barred List check.

This check currently costs **£33** and the successful applicant will be required to pay the school for this service. The appointment will be confirmed upon receipt of a satisfactory Enhanced Disclosure Certificate from AccessNI. You can find out more about AccessNI on the nidirect website, or at the following link:- [AccessNI webpage](#)

*AccessNI has published a Privacy Notice on the Department of Justice website. This can be found at <https://www.justice-ni.gov.uk/publications/ani-privacy>. All signatories are urged to read this and understand the contents, and to note the mailbox for data protection queries.*

The school's **Policy on The Recruitment Of Ex-Offenders** and the **AccessNI Disclosure: Applicant Information Leaflet** are available on the school website: <https://www.sullivanupper.co.uk/job-vacancies>

- [b] As an employer, Sullivan Upper School has a legal responsibility to prevent illegal migrants working in the UK. The applicant's right to work in the UK will be checked before confirmation of appointment.

- [c] Proof of qualifications will be requested before confirmation of appointment.
- [d] Two written, satisfactory references will be sought before confirmation of appointment, one of which must be from the most recent employer.
- [e] Receipt of satisfactory health clearance – upon receipt of the completed Health Declaration Form, the school's Occupational Health Advisor will assess the form, which may require the successful applicant to attend a medical examination.

## **9. INFORMATION ABOUT THE SCHOOL**

Sullivan Upper School is a large co-educational and interdenominational voluntary grammar school situated in 25 acres of its own grounds on the edge of Holywood, overlooking Belfast Lough. There are at present 1,250 pupils in the school, some 170 of them in the Preparatory Department. It is owned and managed in all its affairs by the Board of Governors of the School, which is drawn from the local community and reflects the main religious denominations of Holywood. The school is funded directly by the Department of Education for Northern Ireland.

There are 49 full-time members of the teaching staff, 2 job share teachers and a further 20 part-time teachers in the secondary department. The school is well served by 67 non-teaching staff who work in the administrative, financial, technical, clerical and maintenance areas of the school's activities.

**THE SCHOOL IS AN EQUAL OPPORTUNITIES EMPLOYER AND  
WELCOMES APPLICATIONS FROM ALL SECTIONS OF THE COMMUNITY**

**C J D MAIRS**  
Principal

March 2025

**SULLIVAN UPPER SCHOOL**

**JOB DESCRIPTION**

**TECHNICIAN FOR FOOD AND NUTRITION**

The Technician is responsible to the Head of the Food and Nutrition Department and, through them, to the Bursar, Principal and the Board of Governors of the school. They will report directly to the Head of Department but will also liaise with other members of staff within the Department and take requests for assistance from them.

**Main Duties and Responsibilities**

**1. Provision and Maintenance of Facilities and Practical Resources**

- 1.1 Liaise in advance with teaching staff on requirements for lessons/practical examinations and preparing in a timely manner.
- 1.2 Maintain high standards of cleanliness and hygiene in all areas of the Food and Nutrition department on a daily basis including practical classrooms and the Technician's Resource Area.
- 1.3 Manage the cleanliness and hygiene of food equipment, including large appliances e.g. fridges, microwaves, ovens, hobs, extractor fans.
- 1.4 Complete daily laundry duties.
- 1.5 Assist teaching staff in the development and manufacture of teaching aids and models.
- 1.6 Prepare resources for all classes/practical examinations including the setting up, testing, demonstration and dismantling of suitable resources as per agreed schemes of work and lesson plans.
- 1.7 Organising and maintaining a system for storage and safe-keeping of all tools, equipment and materials within the department.
- 1.8 Collect, clean and store all equipment and materials securely in designated storage areas. Ensure items are maintained in a state of 'ready for use'.
- 1.9 Maintain and service equipment; carry out minor repairs to any equipment, when necessary, within the competence of the postholder.
- 1.10 Dispose of used materials in a safe and approved manner.
- 1.11 Ensure that mandatory and/or statutory checks of materials and equipment are carried out by qualified personnel.
- 1.12 Inform Head of Department of materials and equipment found to be in an unsatisfactory/unsafe condition and arrange for repair and disposal of such items.
- 1.13 Conduct regular routine checks on equipment and chemicals to ensure that they are safe for use with all necessary guarding in place. A log should be maintained indicating when these items have been inspected.

**2. Safety and Security**

- 2.1 Ensure that Health and Safety regulations and procedures are met and maintained throughout the department, and all relevant information is readily available.
- 2.2 Ensure: the working environment is clean and safe; protection clothing is worn as required; and that all resources are stored in a safe and secure manner.
- 2.3 Ensure no authorised person has unsupervised access to equipment and materials when not in use.
- 2.4 Manage the dry goods storage cupboard ensuring strict stock rotation and ensuring all ingredients are 'in date'.
- 2.5 Update departmental food allergy and food intolerance records.
- 2.6 Implement adjustments for pupils with special diets e.g. gluten free ingredients .

- 2.7 Ensure pupils use fridges appropriately to ensure food safety is maintained and dispose of food as required.
- 2.8 Advise on health and safety issues in relation to the use of equipment, keep an organised and tidy department to satisfactory health and safety standards. This includes the safe handling and storage of materials in accordance with relevant regulations.
- 2.9 Ensuring that all safety signs are in place throughout the department. The post holder will also be expected to ensure that all safety equipment is available at the point of use and that it is adequate and in a serviceable condition.
- 2.10 At the end of each day, ensure that all appropriate utilities, ie gas, electrics, water are switched off and all food supplies/chemicals are safely stored away each night. Ensure that individual locks on machinery and equipment storage are in place to prevent unauthorised use.
- 2.11 To assist with Health and Safety checks as required eg water testing etc.

### **3. Administration**

- 3.1 Provide printing and photocopying support to departmental staff as directed by the Head of Department in relation to classroom teaching resources and other departmental resources.
- 3.2 Develop, maintain and operate computerised systems in relation to administrative tasks associated with the area of work.
- 3.3 Maintain an inventory of departmental resources and maintain inventory levels at appropriate levels.
- 3.4 Update the Fixed Asset Registers for the department with additions, disposals and transfers of equipment, ensuring assets are appropriately labelled and stored.
- 3.5 Update the Departmental Budget Spreadsheets on an ongoing basis together with maintaining an up-to-date log of related items (eg tracking photocopies of invoices, delivery notes and orders pending).
- 3.6 Assist in the ordering/purchasing, receiving, checking, storing and distribution of resources.
- 3.7 Complete administrative tasks accurately and on time.

### **4. General**

- 4.1 Assist with the display and organisation of the department for Open Days and other events.
- 4.2 Attend Open Day.
- 4.3 Participate in the Annual Review Process for non-teaching staff.
- 4.4 Support all staff in ensuring the general safety of pupils.
- 4.5 To provide (as part of a team) quality care for pupils requiring first aid treatment.
- 4.6 Assist with evacuation in emergencies.
- 4.7 Attend relevant courses or training for school staff and to develop skills and maintain appropriate health and safety certificates and as determined by Head of Department and/or Bursar or Principal (eg Food Safety, Safeguarding, Fire Safety and Data Protection).
- 4.8 Take on such additional responsibilities as may be allocated by the Head of Department.
- 4.9 Attend departmental meetings when required.
- 4.10 Carry out such other duties and responsibilities as the Principal may from time-to-time direct.

### **5. DURING INTERNAL AND EXTERNAL EXAMINATIONS**

- 5.1 To ensure that each room has its full allocation of standard equipment.
- 5.2 To ensure that all departmental equipment is clean and ready for use.

It is recognised that the nature of the work of the technician is such as to require a degree of flexibility and certain miscellaneous duties of a similar nature and appropriate to the grade may be required in addition to those set out above.