

# Bedford High School

A Specialist Business and Enterprise College



Work Hard – Be Respectful – Take Responsibility

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## Food Technician

### Vacancy Information booklet



Do you want to work at a school where staff thrive and students flourish? Where relationships matter, where wellbeing isn't just a slogan, and where colleagues genuinely enjoy coming to work?

Do you want to join a school where staff feel valued, supported and proud of what they achieve together?

Here's what sets us apart:

### **A Warm, Supportive Team**

You'll join colleagues who collaborate daily, celebrate success and share a mission to provide an exceptional experience for every student.

### **A School That Truly Invests in Staff**

We offer high-quality CPD, coaching, mentoring and leadership development. Our staff retention is strong because colleagues feel supported, trusted and appreciated.

### **Wellbeing Comes First**

A dedicated wellbeing hour, Mental Health First Aiders, family-friendly policies and a culture that actively protects work-life balance.

And most importantly, you'll feel the difference the moment you walk through the door.

As one colleague shared: "I'm very happy here and feel respected and looked after."

### **Who are we looking for?**

We are looking to appoint a full time Food Technician to provide support in the Food Technology department. The department is currently made up of a supportive team of teachers who look forward to welcoming a new member to the team.

#### **The job will entail:**

- Preparing ingredients, materials and equipment for Food Technology lessons (KS3 & KS4)
- Ensuring compliance with health & safety and food hygiene regulations
- Maintaining and organising the food technology classrooms and storage areas
- Supporting teaching staff during practical lessons
- Cleaning, stock control and safe storage of equipment

#### **The Ideal Candidate:**

- Previous experience as a Food Technology Technician, or similar school-based role
- An understanding of food safety, hygiene and risk assessments
- Experience working within a secondary school environment preferred
- Reliable, organised and able to work independently

So, come and see us; we warmly encourage visits. You'll get a feel for our culture, meet our team and see first-hand why Bedford is such a rewarding place to work.

### **Ready to apply?**

Please complete our application form (we do not accept CVs) and send it to: [recruitment@bedford.wigan.sch.uk](mailto:recruitment@bedford.wigan.sch.uk). For more information or to arrange a visit, please contact us at the same address or visit our website: [www.bedfordhighschool.co.uk](http://www.bedfordhighschool.co.uk)

We look forward to welcoming the next member of our Bedford family to Team Bedford.

## **A message from our Headteacher:**

Dear Colleague

Thank you for your interest in working at Bedford High School.

We are dedicated to offering our students a high-quality education in a well ordered and purposeful school environment. We relentlessly strive to help all students to reach their potential, equipping them with the character, skills and knowledge to flourish in life. We expect students to work hard, be respectful and take personal responsibility for their choices and actions

Students achievement is higher than the local authority average and our GCSE results are improving year on year. We are proud of what we have achieved to date, and this is largely due to the quality of our school workforce. We invest heavily into the professional growth of our staff and very few colleagues want to leave.

The successful candidate will be well supported at this school.

If you feel you have the necessary skills and qualities to undertake this role, we will be delighted to receive your application. Please complete the application form (we do not accept CV's) which is available on our website at [www.bedfordhighschool.co.uk](http://www.bedfordhighschool.co.uk). Please return completed application forms to [recruitment@bedford.wigan.sch.uk](mailto:recruitment@bedford.wigan.sch.uk) or by post to Mrs Claire Taylor, HR Manager at the school address.

I very much look forward to receiving your application.

Yours faithfully

A handwritten signature in black ink, appearing to read 'P. McCaffery', written in a cursive style.

Mr P McCaffery  
Headteacher

## Our School

Bedford High School was established in 1976 when it was formed by merging Leigh Boys' Grammar School and Manchester Road Secondary Modern School, which were located next to each other. The former grammar school buildings now form the U Block and the secondary modern buildings form the L Block. We are a thriving school of over 1100 students, our school is uniquely situated on one green site, offering a sense of space and an environment that promotes wellbeing alongside learning.

## Our School Values

Work Hard, Be Respectful, Take Responsibility.

## Our School Vision

We relentlessly strive to help our students to discover, develop and demonstrate their potential. This is our core purpose. Our aim is for every 16-year-old student to leave us as a rounded individual, who feels excited about the opportunities the world has to offer and is equipped with the qualities, virtues, skills and knowledge to be happy and excel in life.

At Bedford High School we put staff first by developing, nurturing and retaining a high-quality workforce, where there is a high-quality teacher in every classroom delivering high quality lessons every hour, every day. There are many opportunities for staff across all departments to make an invaluable contribution to the success of the school, getting involved in different aspects of school life.

## Staff Wellbeing

Our fabulous surroundings provide an excellent working environment, which in turn can have a positive impact on our employees' well-being. However, this isn't the only benefit to working with us.

- Membership to Greater Manchester Pension Fund or Teachers' Pension fund
- Employee Assistant Programme confidential advice and support service available by telephone, website and App supporting you and immediate family members 24/7 with legal information for issues that can cause anxiety and distress including debt management, consumer, property or neighbour disputes, bereavement support, medical information, online CBT and counselling sessions along with a Wellbeing portal which offers a virtual library of wellbeing information
- Committed Wellbeing Team with fully trained Mental Wellbeing First Aiders
- Cycle to work scheme
- Family friendly policies
- Staff rewards and recognition
- Dedicated off site wellbeing hour for all staff
- Gym facilities
- Continued professional development

Feedback from our staff wellbeing survey tell us that our staff...

There are many, many things that this school does better than many others that I have worked in.

Bedford is a great place to work.

All the wellbeing initiatives make for a good work life balance and make you feel appreciated in the work place.

I'm very happy here and feel respected and looked after.

Since arriving at Bedford I have found the staff to be friendly, welcoming, supportive and are a credit to the school.

## Job Description

|                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|--------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Job title:</b>              | <b>Food Technician</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Job purpose:</b>            | To work under the instruction/guidance of teaching/senior staff, usually in the classroom to support teaching of food at KS3 & 4. To maintain food teaching classrooms and equipment. Prepare ingredients & equipment for staff demos and clear away after lessons.<br>To comply with safeguarding policies and supporting procedures.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Reporting to:</b>           | Head of Faculty                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Responsible for - Staff</b> | None                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Liaising with:</b>          | Headteacher, Senior Leadership Team, School Governors, teaching and non-teaching staff, LA, parent/guardians, external agencies                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Grade of post/Salary:</b>   | G3 pro rata, approximate starting salary £21,934.00                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Hours:</b>                  | 37 hours per week, Monday to Friday, term time only, core working hours 8.00 am – 4.00 pm                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Contract:</b>               | Permanent                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Disclosure level:</b>       | <p>All offers of employment are conditional upon satisfactory pre-employment safeguarding checks, including an enhanced DBS check with children's barred list information, references, right to work, qualifications, medical clearance and overseas checks where applicable.</p> <p>In line with recommendations from Keeping Children Safe in Education Guidance we will carry out an online search as part of our due diligence for all shortlisted candidates, shortlisted candidates will also be required to complete a self-declaration of any criminal records or information that would make you unsuitable to work with children. At Bedford High School safeguarding is everyone's responsibility. We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment and to adhere to the school's safeguarding policies and procedures. All candidates must be legally entitled to work in the UK and comply with the Immigrations, Asylum and Nationality Act regulations.</p> <p>This post involves regulated activity with children and is exempt from the Rehabilitation of Offenders Act 1974.</p> <p>It is an offence to apply for this role if you are barred from engaging in regulated activity with children.</p> <p>The school's Child Protection Policy, Safer Recruitment Policy and Employment of Ex-Offenders Policy are available on the school website recruitment page.</p> <p>The successful applicant will be required to undergo safeguarding screening appropriate to the post, including checks with past employers.</p> |
| <b>Base</b>                    | Bedford High School                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Date:</b>                   | October 2026                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |

### Job Outline

#### GENERAL DUTIES & RESPONSIBILITIES:

- Check emails and pigeon holes daily
- Maintain a safe and clean working environment at all times

- Support in preparation and delivery of all practical lessons
- Plan and prioritise work effectively to ensure that all food rooms and staff are prepared and have resources required
- Assist in the preparation and presentation of food technology rooms
- Attend and participate in relevant meetings as required
- Assist with pupils in and out of lessons
- Undertake further duties commensurate with the post as directed by the head teacher.
- To ensure that food rooms and equipment are kept clean and tidy.
- Ensure that food technology room safety regulations are met, including checking equipment safety, cleaning and sterilising equipment and advising on safety in relation to practical work.
- Ensure that all fridges, freezers & cookers are kept clean, in good working order and deep cleaned as required.
- Ensure that all equipment is accounted for and in the correct place when required
- Ensure that all equipment is stored safe and in a hygienic manner
- As directed by staff update department displays
- To maintain supplies of stock, update as required following school purchase procedures.
- Check goods delivered against orders placed and store appropriately
- Carry out stock taking and inventory checks as required
- Prepare resources for lesson delivery and set up classrooms for practical lessons

### Other Specific Duties

- To carry out the duties in the most effective, efficient and economic manner available
- To continue personal development in the relevant area
- To have due regard and comply with all school policies
- To supervise students as required
- To undertake training as required
- To participate in personal and team reviews/meetings
- To participate in annual appraisal and implement agreed targets
- Review and develop own professional practice, undertaking training as required.
- Develop good working relations with other colleagues and students and promote a positive impression of the school
- To contribute to the overall ethos/work/aims of the school
- To work flexibly in the interest of the school and to undertake such additional duties as are reasonably commensurate with the post and level of responsibility.
- Assist in supporting whole school administration / projects where required.
- To have due regard for data protection, confidentiality, child protection and health & safety policies.
- To undertake first aid training.
- Any other duties as the Headteacher may from time to time determine commensurate with the grade.

### Health & Safety Training

- Effectively and proactively implement Health and Safety legislation and good practice, including office, individual and DSE risk assessments, taking into consideration disabilities and specialist equipment required to enable staff to undertake their daily duties.
- To undertake Health and Safety Training on areas within your remit.

Whilst every effort has been made to explain the duties and responsibilities of the post each individual task undertaken may not be identified.

Employees are expected to comply with any reasonable request from the Headteacher to undertake work of a similar level that is not specified in this job description.

## Person Specification

### A. Experience

|                                                                           | Essential | Desirable | Source<br>A = Application<br>I = Interview<br>R = References<br>T = Task/Observation<br>P = Presentation |
|---------------------------------------------------------------------------|-----------|-----------|----------------------------------------------------------------------------------------------------------|
| Previous experience of working in a school environment                    |           | D         | A, I                                                                                                     |
| Previous experience of working with children of a relevant age            |           | D         | A, I                                                                                                     |
| Basic experience of working in ICT or general technician/resource support | E         |           | A, I                                                                                                     |

### B. Training and Qualifications

|                                                                      | Essential | Desirable | Source |
|----------------------------------------------------------------------|-----------|-----------|--------|
| NVQ Level 1 in ICT or relevant discipline                            | E         |           | A, I   |
| Basic Health & Safety Certificate                                    |           | D         | A, I   |
| Willingness to undertake further relevant teacher assistant training |           | D         | A, I   |
| Willingness to undertake basic first aid                             | E         |           | A, I   |

### C. Knowledge and Understanding

Applicants should be able to demonstrate knowledge and understanding of the following areas relevant to the post.

|                                                                                             | Essential | Desirable | Source |
|---------------------------------------------------------------------------------------------|-----------|-----------|--------|
| Awareness of responsibilities of a school technician                                        | E         |           | A, I   |
| Knowledge of how to use computers/ICT                                                       | E         |           | A, I   |
| Understanding of how to use relevant equipment/resources                                    | E         |           | A, I   |
| Some knowledge of children's games and activities                                           |           | D         | A, I   |
| A knowledge of the national/foundation stage curriculum and other basic learning programmes |           | D         | A, I   |
| Understanding of relevant policies, codes of practice and awareness of relevant legislation |           | D         | A, I   |
| Understanding of COSH requirements                                                          |           | D         | A, I   |
| Knowledge of Health and Safety requirements                                                 |           | D         | A, I   |

### D. Personal Skills, Abilities and Competencies

Applicants should be able to provide evidence that they have the necessary skills and abilities required.

|                                                                           | Essential | Desirable | Source |
|---------------------------------------------------------------------------|-----------|-----------|--------|
| Presentation skills                                                       |           | D         | A, I   |
| Ability to communicate with and relate well to pupils and adults          | E         |           | A, I   |
| Ability to work effectively as part of a team and individually            | E         |           | A, I   |
| Ability to work in accordance with the schools health and safety policies | E         |           | A, I   |
| Ability to recognise own learning needs and seek further opportunities.   | E         |           | A, I   |
| Ability to work under supervision                                         | E         |           | A, I   |

|                                                                                              |   |   |      |
|----------------------------------------------------------------------------------------------|---|---|------|
| Ability to work in accordance with the schools health and safety policies                    | E |   | A, I |
| Ability to deal with minor injuries                                                          |   | D | A, I |
| Ability to deliver objectives and targets within agreed timescales                           | E |   | A, I |
| Willingness to work outside of normal school hours when required                             | E |   | A, I |
| Professional appearance and conduct                                                          | E |   | A, I |
| Ability to support and motivate other team members                                           |   | D | A, I |
| Ability to organise self and others                                                          | E |   | A, I |
| The willingness to be generous in time and spirit                                            | E |   | A, I |
| A sense of humour and positive outlook with energy enthusiasm, adaptability and flexibility. | E |   | A, I |
| A determination to succeed                                                                   | E |   | A, I |
| A willingness to support the schools aim of strengthening links with the community           | E |   | A, I |
| The ability to build and maintain effective relationships                                    | E |   | A, I |
| The ability to develop effective teamwork                                                    | E |   | A, I |
| The ability to anticipate and solve problems creatively                                      | E |   | A, I |
| The ability to demonstrate loyalty and confidentiality                                       | E |   | A, I |
| The ability to prioritise and manage time effectively                                        | E |   | A, I |

#### **E. Legal Issues**

|                                    | <b>Essential</b> | <b>Desirable</b> | <b>Source</b> |
|------------------------------------|------------------|------------------|---------------|
| Legally entitled to work in the UK | E                |                  | A, I          |

## **What to expect**

If you feel you have the necessary skills and qualities to undertake this role, we will be delighted to receive your application form. Please complete the application form, we do not accept CV's and return to Mrs Claire Taylor, HR Manager at the school address or by email to [recruitment@bedford.wigan.sch.uk](mailto:recruitment@bedford.wigan.sch.uk).

It is important that you tell us about your skills and experience relevant to the role. Please ensure you answer all the questions on the application form and explain any gaps in employment or educational history, as the information you provide will be used in our shortlisting process.

Once we have received your application it will be reviewed and evaluated. If we feel that you may be suitable for the vacancy that you have applied for you may be invited to attend an interview, the format of which will be confirmed as part of the invitation.

Due to the high volume of applications we receive, if you do not hear from us within 4 weeks of the closing date then on this particular occasion your application will have been unsuccessful. We are not able to provide feedback on applications that have not been shortlisted for interview.

Should you wish to visit school please email us at [recruitment@bedford.wigan.sch.uk](mailto:recruitment@bedford.wigan.sch.uk) and we will arrange a suitable time.

For more information on our school and to take our virtual tour please visit our website [www.bedfordhighschool.co.uk](http://www.bedfordhighschool.co.uk)

## **The interview process**

**Deadline: Monday 2<sup>nd</sup> November 2026 at 9am**

**Interviews: Week Commencing 9<sup>th</sup> November 2026, Date to be confirmed, or earlier for the right candidate.** Early applications are encouraged and we reserve the right to close the vacancy early and interview before the closing date if a suitable candidate is found.

**Start date: ASAP.**

Due to the nature of different roles within Bedford High School, we operate two separate streams for selecting the very best candidates.

For support staff positions the interview process will consist of a formal interview with senior staff members, written and/or verbal tasks, tour of school and where appropriate a formal interview with students or task.

For teaching positions, the interview process will consist of teaching an observed lesson, interacting with students, a formal interview with students, formal interview with senior staff members and tour of school.

All interviews at Bedford High School involve a member of staff appropriately trained in Safer Recruitment.

If you are successful in securing a position at Bedford High School, you will receive your conditional offer letter and relevant documents and information about the new starter

process from our Human Resources team. All offers of employment are conditional upon all pre-employment checks satisfactory to the school. A start date will be confirmed in writing on completion of our safer recruitment process.

### **Our commitment to safeguarding**

All offers of employment are conditional subject to all satisfactory pre-employment checks which include an enhanced criminal record with child barred list through the Disclosure and Barring Service (DBS), appropriate overseas checks, medical clearance, references and verification of your qualifications satisfactory to the school. When completing application forms all candidates must provide a full employment history and any gaps to be clearly identified. At Bedford High School safeguarding is everyone's responsibility. We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment and adhere to the school's child protection policies and procedures. All candidates must be legally entitled to work in the UK and comply with the Immigrations, Asylum and Nationality Act regulations. Applications from all sections of the community are welcome.

This post involves regulated activity with children and is exempt from the Rehabilitation of Offenders Act 1974.

It is an offence to apply for this role if you are barred from engaging in regulated activity with children.

The school's Child Protection Policy and Employment of Ex-Offenders Policy are available on the school website recruitment page.

Shortlisted candidates will be notified by email of the interview arrangements. Please ensure your correct email address is provided on your application form.

In line with recommendations from Keeping Children Safe in Education Guidance we will carry out an online search as part of our due diligence for all shortlisted candidates. Shortlisted candidates are also required to complete a self-declaration of any criminal records or information that would make you unsuitable to work with children.

As we receive many applications for posts, we regret that we will only be able to contact those applicants who are shortlisted for interview. Therefore, if you have not heard from us within four weeks of the closing date, please assume you have not been shortlisted for interview on this particular occasion.