THE SANDON SCHOOL RECRUITMENT PACK

Food & Textiles Technician

Applications close: Midday on Friday, 27 November 2026

For further information, please contact: Recruitment by emailing Recruitment@sandon.essex.sch.uk

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The Sandon School
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Headteacher: Mr J Pead

Food & Textiles Technician
January 2026

Salary: Scale 3, Points 6-7 (£26,847-£27,274 FTE) £15,551-£15,799 Actual Salary
Hours: 25 hours per week term-time plus 5 inset days

We require a Food & Textiles technician to join our friendly and experienced technology department at The Sandon School.

You will need to have relevant transferable skills that will assist the food and textiles department to support our dedicated team. Please see the job description and person specification for further information.

We are committed to safeguarding and promoting the welfare of children. Appointments will be subject to references and enhanced DBS checks.

An Information Pack is available on our website www.sandon.essex.sch.uk or from emailing Recruitment at Recruitment@sandon.essex.sch.uk.

Closing date for applications: midday on Friday 27 November 2026
Start date: 4 January 2027

We reserve the right to close this vacancy early and encourage candidates to complete and return applications as soon as possible

JOB DESCRIPTION **Food Technology & Textiles Technician**

RESPONSIBLE TO: Subject Leader for Food Technology/Business Manager

RESPONSIBLE FOR: Working as part of the Technology Department Team to provide the resources, safe working environment, assistance and support to the teaching staff, with the aim of optimising the learning of Food Technology for the students at the school.

Hours: 25 Hours per week
38 weeks per year plus 5 staff training days

9.00am - 14.55 2.30 pm Monday to Thursday

8.50am - 14.40 pm Friday
20 mins unpaid break and 35 mins unpaid lunch

Scale:	3	FTE	Actual
Points:	6-7	£26,847-£27,274	£15,551-£15,799

DUTIES:
To be responsible for preparing practical lessons, assisting during lessons where necessary and clearing up after practical lessons

Responsible for:

- To be responsible for Weekly ordering for ingredients, preparing and checking orders for the department and maintaining stock levels.
- To ensure the food rooms are clean and items are laundered where necessary and equipment cleaned at the end of each day.
- To ensure demonstration materials, equipment and provisions are available for use by the teaching staff. This includes the purchase of items from local retail outlets.
- To carry out minor repairs and maintenance of equipment where possible and arrange for specialist outside companies to attend to more complex problems
- To give support to teachers in preparing resources.
- To support teaching staff and students during lessons with resources and activities related to practical work for Food Technology and Textiles.
- To ensure the application of Health & Safety procedures and to raise awareness of Health & Safety issues in the environment
- To be available to assist at any time with any problem that arises in the Department
- To weigh and measure ingredients.
- To set up the food rooms with equipment before the lessons.
- Assisting with preparation for Textiles lessons including the cutting of materials for the lessons.
- Ensuring sewing machines are working and are safe to use.

Other duties to include:

- Deliver and collect textbooks
- Photocopying for the department
- To undertake any training commensurate with the post.

- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with Line Manager
- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace.
- Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy.
- The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

Undertake other duties from time to time as may reasonably be required, having regard to the purpose and grade of the post.

In all the above to have regard to the curriculum area and whole school policies.

Person Specification

General heading	Details	Examples
Qualifications & Experience	Specific qualifications & experience	• Experience in cooking and preparation • Experience with textiles (desirable)
	Knowledge of relevant policies and procedures	• Knowledge of health and safety. • Knowledge of First Aid or willingness to train • General understanding of the operation of a school • Ability to maintain a high standard of personal and general cleanliness and hygiene to comply with statutory and school regulations
	Literacy	• Reading and writing skills
	Numeracy	• Ability to count and undertake calculations
	Technology	• Ability to use kitchen and cleaning equipment and competent or ready to learn IT where necessary for role
Communication	Written	• Ability to compose emails and order ingredients
	Verbal	• Listening Skills • Ability to exchange verbal information clearly with children and adults
	Languages	• Use initiative to overcome communication barriers with children and adults
	Negotiating	• Ability to consult effectively with children and adults
Working with Children	Behaviour Management	• Understand and implement the school's behaviour management policy
	SEN	• Understand and support the differences in children and adults and respond appropriately
	Curriculum	• Understanding of the learning experience provided by the school
	Child Development	• Basic understanding of the way in which children develop
	Health & Wellbeing	• Understand the importance of physical and emotional wellbeing

Working with others	Working with partners	• Understand the role of others working in the school
	Relationships	• Ability to build open and honest relationships
	Team work	• Work effectively as part of a team • Ability to work independently • Know when and how to seek support • Know when and how to hand over control • Knowledge of own position within a team environment and the boundaries which apply
	Information	• Ability to provide timely and accurate information
Responsibilities	Organisational skills	• Excellent organisation skills
	Line Management	• Ability to manage and support the work of others
	Time Management	• Ability to manage own time effectively
	Creativity	• Demonstrate creativity and an ability to resolve problems independently
General	Equalities	• Demonstrate a commitment to equality
	Health & Safety	• Good understanding of Health & Safety
	Child Protection	• Understand and implement child protection procedures
	Confidentiality/Data Protection	• Understand procedures and legislation relating to confidentiality
	CPD	• Be prepared to develop and learn in the role

Key Information Sheet for a Support Staff post at The Sandon School

Food & Textiles Technician

This sheet sets out the key information for any candidates applying for a support staff position at The Sandon School. Please read this information carefully and retain this sheet for reference during the application process.

Application process:

Applicants must complete the application form and submit it to the school by no later than the closing date advertised. All applicants are strongly advised to read the job description and person specification for the post prior to submitting their application.

Selection process:

Applications will be ranked against the person specification for the role.

All shortlisted applicants may be subject to:

1. A face-to-face interview with the selection panel.
2. A practical task(s)/theory task

Details will be provided prior to interview.

Shortlisted candidates:

Applicants who have been shortlisted for the post will usually be notified by telephone or email.

Prior to the interview date referees will be contacted to request references on all shortlisted candidates.

Further information and school visits:

Applicants who require further information or would like to visit the school should contact Recruitment by emailing Recruitment@sandon.essex.sch.uk.

Key Information for candidates regarding terms and conditions

Hours per week:	25 Hours – 5 days per week
Working weeks per year:	38 weeks (term time only)
	5 Staff training days
	5.5 weeks holiday pay

This is a part-time post and the successful candidate will work during each week of term time.

Holiday will be deemed to be taken during school closure periods. There is no entitlement to take holiday during term time.

Pay

This post is paid on Pay Scale 3 (£26,847 - £27,274 FTE).

The actual pay range for this part-time role is **£15,551-£15,799.** These figures include the pro-rated holiday pay entitlement for someone with less than 5 years' service.

Employees are paid monthly in twelve equal payments across the year.

Probation

All individuals new to employment with the school will be required to satisfactorily complete a 3 month probationary period.

RECRUITMENT AND SELECTION POLICY STATEMENT

1. The Governing Board is committed to:

   - safeguarding and promoting the welfare and safety, and the spiritual, moral, social and cultural development, of children and young people
   - promoting equality of opportunity and community cohesion where the diversity of different backgrounds and circumstances is appreciated and positively valued
   - promoting the fundamental British values of democracy, the rule of law, individual liberty and mutual respect and tolerance for those with different faiths and beliefs

   and expects all staff, volunteers and other workers to share this commitment. It is recognised that this can only be achieved through sound procedures, good inter-agency co-operation and the recruitment and retention of competent, motivated employees who are suited to, and fulfilled in the roles they undertake.

2. The Governing Board recognises the value of and seeks to achieve a diverse workforce which includes people from different backgrounds, with different skills and abilities. We are committed to ensuring that the recruitment and selection of all is conducted in a manner that is systematic, efficient, effective and promotes equality of opportunity. Selection will be on the basis of merit and ability, assessed against the qualifications, skills and competencies required to do the job. We will uphold obligations under law and national collective agreements to not discriminate against applicants for employment on the grounds of the protected characteristics of age, sex, sexual orientation, marriage or civil partnership, pregnancy, gender re-assignment, disability or health, race (which includes colour, nationality and ethnic origin), religion or belief.

3. We will implement robust recruitment procedures and checks for appointing staff and volunteers to ensure that reasonable steps are taken not to appoint a person who is unsuitable to work with children, or who is disqualified from working with children, or does not have the suitable skills and experience for the role.

4. We will ensure that the terms of any contract with a contractor or agency require them to adopt and implement measures described in this procedure. We will monitor the compliance with these measures and require evidence that relevant checks have been undertaken for all workers deployed.

5. The following pre-employment checks will be required where applicable to the role and settling:

   - receipt of satisfactory references*
   - verification of identity
   - a satisfactory DBS disclosure if undertaking Regulated Activity
   - verification that you are not on the DBS Children's barred list and therefore not barred from working with Children
   - verification that you are not prohibited from teaching
   - verification of medical fitness
   - verification of qualifications

- verification of professional status where required eg QTS status
- the production of evidence of the right to work in the UK
- verification of successful completion of/exemption from statutory induction period
- verification that you are not subject to any s128 directions preventing you from holding a management position within a school
- a declaration that you are not disqualified from working with children by virtue of the Childcare (Disqualification) Regulations 2009 or that you have provided a disqualification waiver from Ofsted

NB It is illegal for anyone who is barred from working with children to apply for or undertake Regulated Activity.

*In exceptional circumstances, where you have good reason not to want your referees to be contacted prior to interview, you should set out your reasons with your application form. Where it is agreed to defer, referees will be contacted immediately after interview before an offer of employment is made.

6. We will keep and maintain a single central record of recruitment and vetting checks, in line with the current DfE requirements.

7. All posts/voluntary roles that give substantial unsupervised access to children and young people are exempt from the Rehabilitation of Offenders Act 1974 and therefore all applicants will be required to declare spent and unspent convictions, cautions and bind-overs (save for those offences that are subject to filtering by the Police).

   Applicants will be required to sign a DBS consent form giving consent for the DBS certificate to be copied and shared (within strict guidelines) for the purposes of considering suitability for employment and consent for an online status check to be carried out in the event that the applicant subscribes to the DBS update service.

   The Governing Board is committed to ensuring that people who have convictions/cautions/ reprimands on their record are treated fairly and given every opportunity to establish their suitability for positions. Having a criminal record will not necessarily be a bar to obtaining a position, except in the case of school settings covered by the Childcare (Disqualification) Regulations 2009 where certain convictions, cautions or warnings will mean an individual is disqualified from working in that setting and will prohibit employment at the school (unless a waiver can be obtained from Ofsted).

   Positive disclosures will be managed on a case-by-case basis taking into account the nature, seriousness and relevance to the role. The following factors will be considered in each case:

   - The seriousness/level of the disclosed information eg was it a caution or a conviction.
   - How long ago did the incident(s) occur?
   - Whether it was a one-off incident or part of a repeat history/pattern.
   - The circumstances of the offence(s) being committed and any changes in the applicant's personal circumstances since then.
   - The country where the offence/caution occurred.
   - Whether the individual shows or has shown genuine remorse.

- If the offences were self-disclosed on the SD2 form or not (non-disclosure could, in itself, result in non-confirmation of employment on the grounds of trust, honesty and openness).

When making a recruitment decision The Governing Board will disregard any filtered convictions/cautions/reprimands which were disclosed in error.

A previously issued Disclosure and Barring Service Certificate will only be accepted in certain restricted circumstances or where you subscribe to the DBS update service and the appropriate online status checks have been satisfactory.

The Disclosure and Barring Service has published a Code of Practice and accompanying explanatory guide. This Governing Board is committed to ensuring that it meets the requirements of the Disclosure and Barring Service in relation to the processing, handling and security of Disclosure information.

8. The school processes personal data collected during the recruitment process in accordance with its data protection policy. Data collected as part of the recruitment process is held securely and accessed by, and disclosed to, individuals only for the purposes of completing the recruitment procedure. On the conclusion of the procedure, data collected will be held in accordance with the school's retention schedule.

A copy of our Recruitment Procedure is available upon request.

Privacy Notice – Applicants

The categories of school applicant's information that we collect, process, hold and share include:

- personal information (such as name, address, national insurance number, contact information, teacher number, referee contact information, close personal relationship information with current staff, ability to travel, pre-employment check information)
- special categories of data including characteristics information such as gender, age
- employment information (such as current levels of pay, current role, employment history (including reasons for leaving), breaks in employment history, training history)
- qualifications (and, where relevant, subjects taught)
- Medical or disability information where relevant

Why we collect and use this information

We use this data to undertake the recruitment of new staff

The lawful basis on which we process this information

We process workforce information under Article 6 (To fulfil our legal obligation under the Education Act 1996 and the performance of our public task) and Article 9 (processing of special category data) of the General Data Protection Regulations. To comply with contract law, HMRC regulations, eligibility to work in the UK and Keeping Children Safe in Education (as updated).

Collecting this information

Whilst the majority of information is provided by you, some information will be sought from previous employers, DBS service, The Teaching Regulation Agency, Overseas Embassies and referees. If you refuse to provide this information we may be unable to process the application or continue with the recruitment process.

Storing this information

If unsuccessful we will hold this information for 6 months from the date of employment of the successful candidate in accordance with our data retention schedule.

Who we share this information with

We routinely share this information with members of the HR and recruitment team, interviewers, relevant Governors, Headteacher and legal services contracted by the school.

Why we share school workforce information

We do not share information about applicants with anyone without consent unless the law and our policies allow us to do so.

Requesting access to your personal data

Under data protection legislation, you have the right to request access to information about you that we hold. To make a request for your personal information, contact Mrs Axtell, Business Manager.

If you have a concern about the way we are collecting or using your personal data, we ask that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at https://ico.org.uk/concerns/

Further information

If you would like to discuss anything in this privacy notice, please contact Mrs Axtell, Business Manager/Data Protection Lead.