



NOTTINGHAM
HIGH SCHOOL

CANDIDATE INFORMATION PACK FOOD TECHNICIAN

To Start September 2024



COME AND JOIN US!

Nottingham High School is looking for a full-time Food Technician to join the School from **September 2024**.

Completed application forms should be sent electronically to jobs@nottinghamhigh.co.uk no later than **10am on 15 August 2024**. As we are committed to securing the right person, early applications may result in early interviews and the early closing of the vacancy.





THE SCHOOL

We are a School with a rich history dating back to 1513, we pride ourselves on developing happy, confident and driven students with a love of learning.

Nottingham High School is not your average School, we have a very strong academic reputation and achieved the best examination results in the region last summer. We won the Co-Educational Independent School of the Year award in 2022, were named the East Midlands Independent Secondary School of the year 2023, East Midlands Independent Secondary School of the Decade by The Sunday Times Good Schools Guide 2021 and ranked first for academic results in the East Midlands by The Sunday Times Independent Schools Guide 2022.

The High School is an independent day school (HMC) for Boys and Girls aged 4 to 18. Our Junior School, Senior School and Sixth Form are based on-site at Waverley Mount and our Infant School is based across the road at Lovell House.

The Infant and Junior School (ages 4-11) has over 330 students. There are approximately 820 students in the Senior School, with a vibrant Sixth Form of over 240. The School's move to co-education has been a great success with 426 girls in School, with further significant growth planned in future years.

Development of teaching and learning is a key emphasis of the School, seeking to develop our pedagogy to deliver lessons that are challenging and inspiring. We are looking for dynamic, forward-thinking subject teachers who engage with learning and teaching initiatives, share best practice and who are willing to adapt to new technologies as appropriate. Our remote learning programme has been crucial to our success and one of the strongest around, we look to develop this in the coming years.

Our teachers are at the forefront of the School's success, we work hard to make Nottingham High School a place that people love to work. Our teachers and support staff work closely to achieve the aims and objectives of the School. The Nottingham High community is at the heart of our culture.

Students come from a wide range of backgrounds and the School is committed to maintaining a representative entry, supporting this with generous bursary and scholarship funds. Together, these mean that about a fifth of students receives some form of financial assistance. Entry is by competitive assessment in the Spring Term.

As well as our academic success we put a strong focus on our extra-curricular programme, with over 40 clubs and groups we offer students the opportunity to try a whole range of activities including chess club, board games, music and sport to name a few.

VIRTUAL TOUR

Take a look inside our Schools!

[Infant School tour](#)

[Junior School tour](#)

[Senior School & Sixth Form tour](#)





THE FOOD & NUTRITION DEPARTMENT

Food and Nutrition was first introduced into the curriculum at Nottingham High School in September 2017 and since then the subject has grown rapidly, flourishing into a very popular and highly successful subject at all Key Stages. It is an exciting and creative subject which focuses on nurturing students' practical skills whilst developing a strong knowledge and understanding of healthy eating, nutrition and making good food choices. All students are taught how to cook and apply the principles of a balanced diet, good nutrition and healthy eating. Our curriculum is designed to instill a love of food by teaching students how to cook and develop life skills that will enable them to feed themselves, make healthy food choices and live well, both now and in later life.

The department is exceptionally well-resourced with 2 purpose-built Food rooms, both are fully equipped for classes of 16 students and also host a large preparation room with extensive food and equipment storage and laundry facilities. The department is made up of experienced teaching staff and also supported by a full time, skilled and enthusiastic technician, thus enabling challenging, skillful and creative project work to be undertaken both as part of our curriculum and in our lunch-time club activities. Our second Food room was officially opened by former student and winner of 'MasterChef the Professionals' Laurence Henry.

Timetable

We follow a two-week timetable and each lesson is 1 hour long:

- Year 6 students have 1 lesson per week on rotation
- Year 7 and 8 students have 1 lesson per week
- Year 9 students have 3 lessons per fortnight
- Year 10 & 11 students have 4 lessons in one year and 5 lessons in the other. The order of this depends on the set and all students follow AQA GCSE Food Preparation and Nutrition specification
- There is no KS5 course, but Y13 students can participate in our popular Ready Steady University Lunchtime and Elective courses.

KS3 & 4 Curriculum

At Key Stage 3, all pupils follow a varied and structured curriculum based around engaging, well-resourced projects with the emphasis on developing a wide range of practical skills and cooking a large repertoire of predominantly savoury recipes from our school digital cook book. There is also an established program of high-quality engaging lunchtime clubs which allows them to extend and further develop their curriculum project work. The skills and knowledge put in place by the Year 7 to 9 courses have provided an excellent foundation for the level of success achieved in Key Stage 4. All courses are delivered on Google Classroom and students are encouraged to produce and submit their theory work in a digital or electronic format. In practical lessons students are responsible for taking photographic evidence of their outcomes and uploading their photos onto their reflection and review on Google slides. We have our own [KS1&2 Digital Cook Book](#) and [KS3 Digital Cookbook](#) containing all the recipes for dishes made in school.

GCSE Food Preparation and Nutrition Results

Year 11 students perform exceptionally well in GCSE Food and Nutrition and this builds upon progress and attainment in previous years. This year's results were exceptionally strong at 100% Grade 7-9, with 76% of students achieving grade 9, 19% grade 8 and 5% grade 7. There are currently two groups of students in both Year 10 and 11 studying GCSE Food Preparation and Nutrition. Next year, we are delighted to have 3 GCSE groups for the first time with our numbers steadily increasing year on year as the subject continues to become more popular and successful.

Year 7 & 8 Food Lunch clubs.

Our weekly Food clubs are very popular and inspire our students with a wider interest in food to develop their practical skills further and learn more about where our food comes from. We have developed our cross curricular links with the Religious Studies Department to give our clubs a greater emphasis on celebrating cultural diversity by cooking different dishes from interfaith celebrations throughout the year. This year these have included Diwali, Hanukkah, Easter, Christmas, Eid ul-Fitr, Eid al-Adha celebrating the end of both Ramadan and Hajj.



Activities this year have included Asian Cuisine Masterclasses in samosas/ chapattis, Artisan breads, Fairtrade chocolates, sushi making, baking cakes to raise funds for Rosie May Foundation and cooking hot and nutritious meals for the Guru Nanak homeless Charities in Nottingham. In the summer term, we work collaboratively with MFL to deliver conversational Spanish and French Food Clubs for Year 7 Students. Food club also work with our school Gardening club cooking up dishes using our freshly grown seasonal fruit and vegetables. This year's treats include homemade butternut squash soup, beetroot brownies, carrot cakes and chutneys.

Ready Steady University Year 13 club.

This club gives our Y13 Students the opportunity to develop practical skills and Impress new friends at University with their amazing new cooking abilities. They learn how to cook up some great student staples and treats that were tasty, nutritional, affordable and impressive!

Outreach Partnership Projects - Guru Nanak Mission

The Department has developed very strong partnership links to important outreach projects with the Guru Nanak Mission and Emmanuelle House. The Guru Nanak Mission is a locally based charity where volunteers prepare, cook and serve nutritious hot meals 3 times a week to vulnerable and homeless people in Nottingham City Centre. Our aim is to provide hot nutritious food half termly and involve as many students from different year groups as possible. Last year, Food and Nutrition students made over 350 portions of vegetarian chilli, spaghetti bolognese and flapjacks for distribution to homeless people and refugee families in Nottingham. Our sixth form volunteers also worked collaboratively with The Guru Nanak Mission to organise 250 personal hygiene packs all individually gift wrapped for distribution to the homeless at Christmas time.

Nottingham High School Bake offs and Activities Days

Students are given opportunities to participate in activities days and whole school 'Bake Off' style competitions. Students are encouraged to develop their team work skills to produce quality outcomes throughout the day. Our annual Christmas 'Bake Off' also proves very popular with some amazing entries and the standard of entries continues to showcase our students' creative talents and technical skills.

Y8 Creative Day – Artisan Bake Off

To celebrate the end of exam week in June, Y8 students are treated to an Artisan Bake Off and a series of artisan bakery challenges. Students make Artisan malted loafs, Chelsea buns, focaccia breads. The session is led by a local Artisan Baker leading a bakery masterclass in the morning followed by chocolate making sessions in the afternoon.

Activities Day – The Smoothie Bike Challenge

Pulp Friction, are a Nottingham based social enterprise charity who visit us in the summer term with their smoothie bike and wellbeing workshop. Pulp Friction work with adults with learning difficulties/ autism helping them to develop their social independence and work readiness skills. This was a great opportunity for our students to get fit, make a smoothie and work on a successful project with another local community-based project.

Asian Masterclass with Mango Ginger Cookery School

In the summer terms, Y10 students increase their awareness of multi-cultural ingredients in an Asian Cuisine Masterclass by a local Indian Cookery School and have made some vegetable samosas, homemade paneer, chicken Murgh Makhani, all served with wholemeal chapatis.

Food and Nutrition Trip to BBC Good Food Show.

Y10 students have an annual trip the BBC Good Food Show at the NEC every November to get new ideas for their research and investigate the latest food trends including vegan and special dietary need foods. Highlight of the day includes live cookery demonstrations with celebrity chefs and also being offered so many delicious samples and freebies to taste along the way.



THE ROLE

Play a crucial role in supporting and directly improving students' learning experiences in Food and Nutrition, working as part of a busy team, with a commitment to raising standards.

Health, safety and hygiene;

- Inspection, maintenance and correct use of safety equipment
- Check and maintain cleanliness of all equipment and appliances, with a rolling Programme of sanitising the equipment in the food room on a regular basis to ensure safe levels of hygiene and compliance with food safety laws.
- Checking and maintenance of machinery and equipment, and reporting equipment for repair if outside the capabilities of the Technician
- Checking fridges, blast chiller and freezers are the correct temperature on a daily basis.

Stock control;

- Maintaining a good stock of necessary ingredients, materials and equipment
- Operating and administering stock control and take responsibility for ordering
- Preparation of requisitions
- Obtaining quotations
- Checking deliveries
- Keeping records of materials, equipment, breakages and loans of equipment to students. Maintaining inventory of materials and equipment
- Complete weekly food shopping according to timetable and upcoming demonstrations.

Equipment;

- Preparing, dismantling and clearing away equipment for demonstrations and practical work
- Maintaining, in conjunction with the Head of Department, an up to date inventory of equipment.
- Ensuring that all practical equipment is kept clean
- Cleaning fridges and blast chiller are kept clean, and on a weekly basis given a deep clean.
- Ensuring that unwanted/expired food is disposed of a regular basis

Laundry;

- Carry out regular laundry of tea towels, oven gloves, washing up cloths and aprons.

Room maintenance;

- Maintenance of safe and clean working environment at all times including:
- Ensure sinks and worktops are clean between practical lessons.
- Regularly cleaning cookers, ensuring cooker hobs are clean at the end of every practical session.
- Maintaining cleanliness of equipment cupboards and drawers.

Supporting and directly improving students' learning experiences in Food and Nutrition;

- Assisting students with practical work
- Assist, under direction of the Head of Department, students with specific needs.

Teaching aids/display;

- Assistance with display work.
- Assist the Head of Department in cataloguing/photographing students practical work.
- Support the Head of Food and Nutrition with exhibitions (including open evenings, options evening).



THE ROLE/THE PERSON

Administrative duties;

- Pre-printing name labels / ingredients lists / cooking and storage instructions / allergens for practical items
- Filing and documentation systems (catalogues, instruction manuals, guarantees, letters, worksheets etc.)
- Petty cash (including making petty cash purchases for basic materials needed throughout the term)
- Photocopying
- Completing standard forms
- General administration

PERSON SPECIFICATION

Selection Criteria	Essential (E) or Desirable (D)	Where evidenced: Application (A) Interview (I) References (R) or Assessment Task (T)
Experience		
Experience and understanding of preparing food	E	A, I
Updated L2 Food Safety Qualification	E	A, I
Skills and Knowledge		
No specific skills or knowledge have been identified but candidates will be expected to demonstrate a wide range of skills and knowledge relevant to the position		
Competencies and Personal Attributes		
Enjoy working with young people	E	A, I
Good written and verbal communication	E	A, I
Computer literate including use of online facilities	E	A, I
Ability to plan and prioritise work effectively	E	A, I
Effective time management	E	A, I
Ability to communicate with people at all levels	E	A, I
Self-motivation and ability to work on own initiative to meet deadlines	E	A, I
Good attention to detail and an ability to deliver consistent quality and reliability through a methodical approach to work	E	A, I
A positive, flexible approach to work and duties and a willingness to undertake occasional work outside normal hours	E	A, I
Prepared to participate in training and other learning activities as required by the school.	E	A, I
Business Requirements		
No specific business requirements		



SAFEGUARDING

Child Protection

Nottingham High School is committed to doing all it can to ensure the safety and wellbeing of its students.

All adults who work at the School must recognise that there is an absolute duty to respond to any issues that are brought to their notice and as such, this post is subject to an enhanced DBS check. The post holder's responsibility for promoting and safeguarding the welfare of children for whom s/he is responsible, or with whom s/he comes into contact, will be to adhere to and ensure compliance with the School's Child Protection and Safeguarding Policy at all times. Any safeguarding concerns must be reported to the School's Designated Senior Lead.

Mandatory training in safeguarding children is given to new members of staff.

All posts in School involve some degree of responsibility for safeguarding children, although the extent of that responsibility will vary according to the nature of the post. Accordingly, this post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as 'spent' must be declared.

As a part of our pre-employment checks, your past and current employers will be asked about disciplinary offences, including disciplinary offences relating to children or young persons (whether the disciplinary sanction is current or time expired), and whether you have been the subject of any child protection allegations or concerns and, if so, the outcome of any enquiry or disciplinary procedure. Where neither your current nor previous employment has involved working with children, your current employer will still be asked about your suitability to work with children, although a current employer may, where appropriate, answer not applicable if your duties have not brought you into contact with children or young persons.

BENEFITS OF SERVICE

Professional Development

The High School believes in, supports and resources an extensive system of continuing professional development and all teachers and non-teaching staff participate in it throughout their careers. The School has developed an Appraisal Scheme for all staff. Each member of staff has a Line Manager with whom they have Professional Review or appraisal meetings for their individual personal development. In this case, the Deputy Head (Academic) is the line manager.

Working Environment

This is an enjoyable and stimulating place to work. We offer a wide and varied range of staff benefits including free refreshments and school lunch during term time. Staff organise a series of social events during the year including an annual Christmas event. Many of the facilities of the School are open to staff and their families, including the gym and swimming pool.

Eligible employees who have children in the School currently benefit from some remission of fees in accordance with School policy, at the discretion of the Governors.

Living in Nottingham

Good quality housing in Nottinghamshire and the surrounding counties is affordable and as a result many of our staff have a good choice of areas to live in and experience a good quality of life. Most live within a twenty-minute commute of school. There are many attractive villages surrounding the city as well as good quality housing in the city. In the centre there has been considerable development of high-quality apartments.

The School is well served by public transport and is on the tram network. In addition, there is car parking available on site.



HOW TO APPLY

The Application

Candidates should complete the School's application form electronically and email this to jobs@nottinghamhigh.co.uk. Applications will only be considered from candidates completing the form in full. We will acknowledge receipt.

Before interview, we will seek references on shortlisted candidates and may approach previous employers for information to verify particular experience or qualifications.

You should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected and possible referral to the police and/or DfE Children's Safeguarding Operation Unit.

Equal Opportunities

Nottingham High School seeks to recruit individuals of the highest calibre. We welcome applications from all sections of the community.

The High School recognises its responsibility to treat equally each person who comes into contact with the School. All members of the School are equally valued so that they can develop a sense of self-esteem. No-one is discriminated against because of actual or imagined differences.

This policy applies to both staff and students, and it is the responsibility of all staff to promote practices which overcome prejudice in our society.

The School is committed to Diversity and Inclusion. Our statement on this can be [found here](#) on the School website.

Informal Queries

If you have any questions about this position prior to applying, please email our Deputy Head (Academic), Paul Spedding: spedding.ip@nottinghamhigh.co.uk and he will be pleased to assist you.



INVITATION TO INTERVIEW

Interviews

It is intended that interviews will be held shortly after the closing date.

At interview all candidates must bring with them or be able to show certificates confirming any education and professional qualifications that are necessary and relevant to the post. Where originals or certified copies are not available, candidates must provide written confirmation from the relevant awarding body.

In addition, all candidates need to show their birth certificate & valid passport to confirm their identity. Originals of these documents are required, we cannot accept photocopies. If you are being interviewed online a member of the HR team will ask to see your documents on screen before your interview starts.

Background Checks

The School reserves the right to obtain formal or informal background information about an applicant to determine whether they are suitable to work at the School. This will include online searches on shortlisted candidates. The online searches the School carries out may include searches of internet search engines and websites using three means of identification related to the individual.

Online searches will only be carried out at the shortlisting stage. The School will not carry out online searches as part of its initial sift of applications. All applicants for a role at the School will be treated consistently with regard to online searches.

Online searches will be undertaken by a person who will play no other part in the recruitment process (including the shortlisting exercise) or the appointment decision. In carrying out online searches the School is looking for any publicly available information about an applicant that:

- may be relevant to their suitability to carry out the role for which they have applied;
- may be relevant to their suitability to work at the School or in an education setting;
- is of a safeguarding nature; and/or
- may have an impact on the School's reputation (whether positive or negative).

Pre-employment checks

Any offer of employment will be conditional upon:

- receipt of satisfactory references
- verification of identity and qualifications, including successful completion of statutory induction and QTS for teaching staff (applies to those who obtained QTS after 7 May 1999)
- evidence of the right to work in the UK
- a Barred List check and a check of the list of individuals prohibited from teaching
- a satisfactory Enhanced DBS disclosure (original certificate must be shown to HR) and a Staff Suitability Self-declaration
- where the successful candidate has worked or been resident overseas in the previous ten years, such checks and confirmations as the School may require in accordance with statutory guidance
- verification of medical fitness in accordance with DfE Circular 4/99 Physical and Mental Fitness to Teach of Teachers and Entrants to Initial Teacher Training
- satisfactory completion of the probationary period