Clitheroe Royal Grammar School

Founded in 1554

Food Preparation Technician

CRGS
SIXTH FORM

Clitheroe Royal Grammar School

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October 2026

Dear Applicant,

Thank you for your interest in the position of Food Preparation Technician at our school. Within this information pack, you will find the Job Description and Person Specification. Additional documents including safeguarding documents and the school's ICT and Online Safety Policy are available via our website.

We are a school with a rich heritage and a forward-looking approach, committed to providing a welcoming, supportive and dynamic environment for both students and staff. As we continue to grow, we remain focused on preparing young people to thrive as global citizens through a contemporary curriculum and a holistic, nurturing education. We are fortunate to work with exceptional students who are enthusiastic and motivated.

Clitheroe Royal Grammar School is a mixed selective 11-18 Single Academy Trust. We have two sites in Clitheroe, half a mile apart. Our York Street site is home to the thriving and vibrant Sixth Form with over 660 students on roll, our Chatburn Road site is where our heavily over-subscribed Main School is located; we currently have 870 Main School students on roll, set to increase to 900 by September 2027 taking capacity to 1,613 students.

The school is a centre of excellence and one of the highest achieving schools in the country, we were judged 'Outstanding' by Ofsted in November 2022. Our school is renowned for high quality teaching and learning, outstanding pastoral care and extensive extra-curricular provision.

If, after reading the accompanying background information, you feel that this is the right role for you (and we hope that you will) please submit your application by email to Lynne Higginbottom (Bursar & CFOO) at bursar@crgs.org.uk . Your application should include a supporting letter outlining your particular strengths and how your skills and experience have prepared you for this position on no more than 2 sides of A4. Further information about the school can be found at www.crgs.org.uk.

Closing date: Friday 13th November 2026 (12 noon), interviews are expected to take place week commencing 16th November.

We are committed to safeguarding and promoting the welfare of children and young people. The successful applicant will be required to undertake an enhanced DBS check. Please note that, in line with Keeping Children Safe in Education 2026, an online search will be carried out as part of our due diligence on shortlisted candidates.

Should you have any queries or wish to discuss the role informally and confidentially, please do not hesitate to contact bursar@crgs.org.uk . We look forward to receiving your application.

Best wishes

James Keulemans
Headteacher

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We are seeking to appoint an enthusiastic, organised and reliable Food Preparation Technician to join our outstanding school. This is a valued role within our school and plays an important part in the support function provided to our teaching staff and students.

Working closely with teaching staff, the successful candidate will prepare resources and ingredients for lessons, maintain equipment and learning spaces to a high standard and provide practical support to individuals and small groups of students during classroom activities.

The role will involve:

- Supporting the delivery of Food Technology lessons
- Maintaining a safe, clean and organised learning environment
- Managing food and equipment stocks
- Promoting high standards of food hygiene, health and safety and safeguarding

The school is a busy environment and this role requires attention to detail and the ability to multi-task, while maintaining a professional and approachable manner. You will need to work to deadlines effectively, communicate well with colleagues and bring a positive approach to your work. Previous experience of working in a school environment is desirable, but not essential as full training will be given.

Clitheroe Royal Grammar School is a friendly, welcoming and supportive community and a rewarding place to work. We value professionalism, teamwork and a commitment to excellence. If you share these values and believe you have the skills and qualities we are looking for, we would be delighted to hear from you.

The application form is available to download from our website at www.crgs.org.uk/about-us/vacancies/.

Completed application forms should be submitted by email to **bursar@crgs.org.uk**, together with a supporting letter of no more than two sides of A4. Your supporting letter should explain your reasons for applying and demonstrate how your skills, experience and any relevant training have prepared you for this role.

CVs may be submitted as supplementary information but will not be accepted in place of a completed application form.

If you apply and have not heard from us within 4 weeks, please assume that your application has been unsuccessful on this occasion. If this is the case, I would like to thank you for your interest and application.

The closing date for applications is 12 noon on Friday 13th November 2026, interviews are expected to take place week commencing 16th November 2026.

We reserve the right to close this vacancy early should we receive a high volume of suitable applications. Therefore, we encourage interested candidates to submit their applications as soon as possible to avoid disappointment.

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Job Description – Food Preparation Technician	
Salary	Grade 4 Point 4 (£26,016) to Grade 4 Point 6 (£26,847) p.a. pro rata. Actual salary £18,144 to £18,980 - depending on experience
Responsible to	Head of Learning & Bursar
Location	Sixth Form / Main School
Hours of Work	30.25 hours per week, Term Time Only

Core Purpose of the Role

- In accordance with the practices and procedures of the school, support teaching staff by providing a safe and efficient support service to the Food Technology department
- Support and comply with all health & safety responsibilities and processes in the Food Technology department.

General Duties

Daily Jobs

- Under the clear guidance of the class teacher, implement structured learning activities and assist individuals/small groups of students to complete tasks
- Set up equipment and resources in preparation for the next class including measuring out ingredients for specific students
- Ensure student cupboards/drawers are fully equipped and utensils are accounted for and clean
- Complete health and safety visual checks on all equipment
- Wash and dry aprons, dishcloths and tea towels after every practical lesson
- Ensure equipment is cleaned following use, including loading and emptying the dishwasher and storing equipment safely
- Ensure work surfaces and sinks in the Food Technology room are clean and tidy
- Ensure fridges, cookers and equipment are kept clean and a deep clean is undertaken when required

Weekly Jobs

- Organise ingredients for specific students
- Ensure a well-stocked pantry is maintained and managed with item dates checked and replenished in preparation for use by placing orders on SAGE for approval
- Ensure fridges are emptied at the end of the week
- Clean kitchen aids/mixers/blenders
- Assist with the preparation of materials for lessons, projects and displays to include updating the food technology noticeboard

Monthly Jobs

- Ensure all student cupboards and drawers are empty in order to deep clean
- Wipe down and organise student theory boxes in preparation for student use

Other Duties

- Clean pots, trays and pans when required
- Organise store cupboards on a regular basis
- Ensure equipment cupboards are clean and tidy

- Inform Head of Learning of any damaged or missed equipment
- Wash and dry spare aprons
- Ensure risk assessments are up to date
- Maintain an up-to-date Level 2 Food Hygiene and Safety certificate

Other Duties

- Any other reasonable duties as defined by the Head of Learning/Bursar.
- Complete a three-day First Aid at Work training course, act as a First Aider at either site as needed and maintain the certification while an employee of CRGS.

Knowledge and Skills

- Competent in the use of Microsoft Office suite applications, email and other Management Information systems.
- Strong interpersonal, written and verbal communication skills.
- Able to work calmly under pressure, to prioritise and to meet deadlines as required.
- Good level of accuracy and efficiency.

Contribution to Whole School:

- Work within and promote all school policies and procedures.
- Contribute to the provision of an effective environment for learning.
- Support the promotion of positive relationships with parents and outside agencies.
- Attend skill training and participate in personal/performance development as required.
- Take care for their own and other people's health and safety.
- Work positively and inclusively so that the school provides a workplace and delivers a service that does not discriminate against people on the ground of their age, sexuality, religion or belief, race, gender or disabilities.
- Uphold and promote the values and ethos of the school.
- Be aware of the responsibilities relating to the safeguarding and promoting of the welfare of children and young people.
- Be mindful of the confidential nature of issues arising within a school and maintain strict confidentiality at all times.

Conditions of Service

- Conditions of service are in accordance with the National Joint Council conditions of service relating to Local Government staff.
- The post is for 30.25 hours per week, term time only.
- Hours for the post will be for the benefit of the school but are expected to be Monday to Friday, between the hours of 9:00am to 3:45pm (2:45pm Wednesdays) with a 30 minute break for lunch. The hours will be confirmed with the successful candidate.
- The post holder is an employee of Clitheroe Royal Grammar School and will be expected to work at either site.

AGREED BY: Lynne Higginbottom **October 2026**

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be subject to an enhanced Disclosure and Barring Service check. Please note that, in line with Keeping Children Safe in Education 2026, an online search will be carried out as part of our due diligence on shortlisted candidates.

We welcome applications regardless of age, gender, ethnicity or religion.

The above form sets out the area of work in which duties will generally be focused and gives an example of the type of duties that the postholder could be asked to carry out. Please note that this is for guidance only and is not intended to be prescriptive. Postholders are expected to be flexible and to operate in different areas of work/carry out different duties as required, adapting to the changing needs of the school as necessary.

Equal Opportunities
We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

Health and Safety
All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must co-operate with us to apply our general statement of health and safety policy.

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Person Specification Form – Food Preparation Technician

	Essential	Desirable	Method of Measuring
Qualifications			
Excellent numeracy and literacy skills	X		A, I
GCSE level 5-9 or equivalent to include Maths and English	X		A
Level 2 Certificate in Food Safety and Hygiene	X		A
Experience			
Experience of working in a school environment		X	A, I
Able to demonstrate suitability for working with young people	X		A
Knowledge/skills/abilities			
Ability to perform tasks efficiently and accurately and use own initiative when appropriate	X		I, R
Computer literate with good familiarity with Microsoft Office 365 applications	X		A
Ability to work calmly under pressure prioritising competing demands effectively and to meet deadlines through excellent organisational skills	X		A, I
Effective written and verbal communication skills appropriate to a range of different situations	X		A, I
To work flexibly as the workload demands and to accommodate the changing needs of the school	X		I
Knowledge of and commitment to comply with policies and legislation relating to child protection, health and safety, confidentiality and data protection	X		A, I
High degree of personal motivation, initiative, energy and excellent interpersonal skills	X		A, I
Ability to build and maintain effective working relationships	X		A, I, R
Ability to maintain strict confidentiality of information received and processed with discretion	X		A, I
Current awareness of health and safety regulations within a food environment		X	A, I
First aid certificate		X	A
Willing to undergo training for the role and willing to fulfil first aid duties	X		A, I
Ability to prepare equipment and materials for lessons	X		A, I
Other			
A commitment to sustain regular attendance at work with a flexible approach to working hours	X		I, R

A commitment to continuing professional development	X		A, I
Full driving licence		X	A, I

Note to Applicants:

The essential criteria are the qualifications, experience, skills or knowledge you must show you have to be considered for the job. The desirable criteria are used to help decide between candidates who meet all the Essential Criteria.

The evidence column shows how the school will obtain the necessary information about you. The evidence will be the Application form (A), Certificate (C), Interview and selection processes (I) and references (R). The essential criteria will be used for short listing and if all candidates meet the essential criteria then the desirable criteria will be used.