

ERSKINE STEWART'S MELVILLE SCHOOLS



HOME ECONOMICS TECHNICIAN

Purpose of Job

The Home Economics Technician supports the teaching staff in the Home Economics Department and ensures that equipment is maintained and is available for use by teachers and students when required.

Accountability

The Home Economics Technician reports to the Head of Economics.

Key Relationships

The Home Economics Technician works closely with both staff and students in an enthusiastic manner in such a way as to promote the positive ethos of the department with regard to the use of practical work to improve teaching and learning in Home Economics

The Department

The Home Economics department consists of four members of staff, two full-time teachers and one other part-time technician. The department provides teaching to pupils from The Mary Erskine School in addition to Stewart's Melville College and The ESMS Junior School. Subjects taught are Health and Food Technology at National 5, Higher and Advanced Higher and Higher Fashion and Textile Technology

The aims of the department are to offer the highest quality of teaching and learning, in a supportive, well-resourced and pleasant working environment and to provide a range of quality courses offering breadth, balance and choice at each stage, to enhance the pupils' knowledge, understanding, skills and attitudes. The department is fully equipped with a teaching kitchen, a multi-purpose textile classroom, a food preparation kitchen and a staff base.

The Post:

Key Responsibilities:

Vision and Values

- Promotion of ESMS values of Kindness, Confidence, Resilience, Integrity, and Curiosity in all aspects of the role.
- Promotion of role modelling behaviours that align with the three school pillars of Ambition, Innovation, and Community.

Fostering an environment that supports the development of these values among students and staff.

Working with Others

- Compliance with all ESMS policies and procedures
- Treating people fairly, with dignity and respect to maintain a positive school culture
- Ensure effective planning, delegation and support of responsibilities
- Developing a culture of high expectations for all and taking action when performance does not live up to these
- Taking responsibility for personal development, both personally and of team members.

Community

- Positive relationships with parents and the wider ESMS community
- Communicating clearly with parents and carers to engender a climate of mutual respect
- Working in collaboration with other independent schools to promote effective initiatives and share good practice.

Learning

- Leading a culture of challenge and support to allow every student to be the best they can.

Safeguarding

- Adhering to the principles and guidelines of “Getting It Right For Every Child” (GIRFEC) to ensure every child receives timely and appropriate support with their welfare as paramount.

Key Tasks:

- To be responsible for coordinating the use of and development of practical resources and facilities, including the provision of guidance and support of practical requirements of the departmental curriculum and clubs
- To be responsible for the management and control of practical resources including stock control, compiling orders, and ensuring the availability of suitable materials and equipment and suggesting alternatives for suitability and economy
- To duplicate, photocopy or place print orders for booklets or resources as directed by departmental timelines to ensure the resources are prepared and ready in time for teaching

- To assist in the preparation of display materials, visual aids and pupils' work and help maintain departmental boards
- To provide administrative support with departmental trips, as required
- To carry out any other duties at the discretion of the Head of Economics.

Person Specification

	Essential Criteria	Desirable Criteria
Experience	<ul style="list-style-type: none"> • Previous Technician experience covering responsibilities detailed above, or suitable diploma or degree • Demonstrable experience in similar roles 	<ul style="list-style-type: none"> • Experience of working in an education environment • Previous Home Economics Technician experience • Food Hygiene Qualification
Skills/Abilities/Competencies	<ul style="list-style-type: none"> • Proficient in the full Microsoft Office package, specifically Word and Excel • Excellent communication skills (orally and in writing) • Experience of building professional relationships with internal and external stakeholders • Excellent interpersonal and communication skills (orally and in writing), with an ability to handle sensitive and confidential information • Ability to use initiative, multi-task and prioritise own workload with good attention to detail • Strong planning and organisational skills with the ability to meet deadlines whilst working with conflicting demands • Independent, self-motivated and organised, with an ability to work as part of a team 	
Personal Attributes	<ul style="list-style-type: none"> • High professional and personal standards • Workplace flexibility and a willingness to adapt to change with regards to how and when work is progressed • Commitment to the ESMS values 	<ul style="list-style-type: none"> • Commitment to continuous professional development

REMUNERATION AND OTHER CONSIDERATIONS

As an equal opportunities employer, ESMS is committed to the equal treatment of all current and prospective employees and does not condone discrimination on the basis of age, disability, sex, sexual orientation, pregnancy and maternity, race or ethnicity, religion or belief, gender identity, or marriage and civil partnership. We aspire to have a diverse and inclusive workplace and strongly encourage suitably qualified applicants from a wide range of backgrounds to apply and join ESMS.

Role	This is a part-time, permanent role available immediately. The successful candidate will be employed on a term time basis.
Hours of Work	Wednesday from 12.30pm until 4.30pm with a handover between 12.30pm - 12.45pm. Thursday and Friday from 8.15am to 4.00pm with 45 minutes unpaid for lunch. A paid working week of 18 hours.
Location	The postholder will be based at The Mary Erskine School at Ravelston.
Salary	The salary will reflect qualifications and experience. Remuneration will be on the Support Staff Salary Scale F. The salary range is £11,251 - £12,171 per annum. Salaries are reviewed annually on 1st April.
Holidays	Annual leave will be a paid allowance in the annual salary as this is a term time only contract. All holidays will be taken during the school holidays.
Pension	Candidates will be enrolled automatically into the Merchant Company Stakeholder Pension Scheme.
Right to Work	Candidates must have the Right to Work in the UK to apply for the post.
Staff Benefits	Staff are offered a range of benefits including: free school lunch during term time, use of the Schools' swimming pool and fitness room outside school hours and membership of the ESMS Discount and Benefits Scheme, including a range of discounts at 130,000 retail and entertainment locations, as well as access to our EAP provider, Care First.

APPLICATION PROCEDURE

In order to apply for the position, applicants must visit <https://jobsearch.esms.org.uk/> to submit their application form.

Any enquiries about this position should be directed to Morven Wrinn, HR Assistant, at recruitment@esms.org.uk

The closing date for applications is 12pm on Friday 18 October 2024. We anticipate interviews will be held shortly afterwards.