KING JAMES'S SCHOOL

KNARESBOROUGH

Candidate Information







Employee Benefits



Financial Benefits

We are delighted that we are able to provide you with access to a large range of employee benefits at King James's School.

Access to contributory pension schemes:
Local Government Pension Scheme (18% employer contribution).
Salary sacrifice schemes (e.g. cycle to work, technology and car schemes).
Discount vouchers for the high street, entertainment and supermarket shopping through Vivup.
Subsidised onsite catering facilities.



Well-being support

Health Assured Employee Assistance Programme:
Free, confidential 24/7 support and counselling.



Leave and Perks

Generous annual leave starting at 28 days (non-teaching staff), rising to 34 days plus bank holidays with service.
Free ample onsite parking.
Membership discounts at leisure centres.

Some of these offers are subject to conditions and may change. See provider for full details.

Note from the Headteacher

Thank you for your interest in working at King James's School.

I would say at the outset that this is a very rewarding school in which to work.

At King James's School, our core values—Ready, Respectful, and Engaged—are at the heart of everything we do, shaping the attitudes and behaviours of our students and staff alike. Guided by our vision "To set no limits on what we can achieve," we foster a culture of high aspiration and continuous growth. As a school grounded in unconditional positive regard, we believe that strong, respectful relationships form the foundation of effective learning and personal development. Our relationship-based approach ensures every student feels valued, supported, and empowered to thrive, while our staff are committed to nurturing an inclusive and inspiring environment where everyone can succeed.

We have plenty of skills and qualities that we consider important, but we also have a lot to offer to prospective candidates. First and foremost, the students here are great to work with. It is a comprehensive school and our students reflect the full range that you would find in any area, but the vast majority are well-motivated students willing to learn and to contribute to their school community. The local community is very supportive of the school; the catchment area is well defined and we have excellent relationships with the local parents who choose to send their children here. We fill up each year with pressure for places from beyond our catchment area. Knaresborough and North Yorkshire is not just a great place to teach, it is a great place to live.

The extra-curricular life of the school is rich. Most staff who work here involve themselves in it; there really is a vibrancy here that is difficult to match. We have a committed staff (teaching and non-teaching) who go the extra mile. Almost without exception, teachers go above and beyond the core delivery of lessons to enhance the enrichment opportunities for the students.

The ethos here is one of the strengths. Even though we have a charter going back to 1616 we are a very forward-facing school with an open and friendly ethos. We are highly inclusive and we have a strong reputation for delivering outstanding care and outcomes for students with SEND, alongside an enviable output to top university courses from our high-performing A level students. Our A level results place us in the top 20% of providers nationally consistently, year on year.

We are demanding of our staff, teaching and associate staff. We believe that our community deserves an outstanding school and we strive to be outward facing, never resting on our laurels and always seeking further improvement. We expect students and staff to embrace challenge and to see resilience and hard work as the route to success. At the same time, we have a very strong commitment to the development and training of all staff, teaching and non-teaching. This is a school in which the opportunities for your personal development are rich.

We believe in collaborative working with other schools. We are proud of the relationships that we have fostered, including taking the lead role within the White Rose Alliance for School Direct. We are also federated with another local school, Boroughbridge High, for whom we provide 6th form provision and some non-teaching support.

Thank you for considering King James's School and we look forward to receiving your application.

Miriam Oakley Headteacher

KING JAMES'S SCHOOL

KNARESBOROUGH

Food Technician

24 Hours per week

Term Time Only plus Training Days (39 weeks)

Grade C/D point 4 – 6: £12,622- £13,025(actual)

We are seeking to appoint an enthusiastic Food Technician to support the Subject Co-Ordinator and the Food Technology team.







You will be responsible for a wide range of duties including organising student ingredients, compiling orders, maintaining appropriate records, the setting up of basic equipment and materials for practical lessons and demonstrations along with tidying rooms and checking equipment.

You will be a dynamic and highly motivated individual with the ability to work without supervision. All training will be provided. In return, we offer a competitive salary, access to a contributory local government pension scheme, and other additional staff benefits. We are happy to discuss some flexibility around start and finish times to suit the successful candidate, while maintaining the agreed weekly hours.

A Level 2 Food Hygiene Certificate (or willingness to undertake) and knowledge of equipment in a catering/kitchen environment are essential.

King James's School is a large 11-18 comprehensive school and is proud to offer high quality professional development and career opportunities for all staff. The school is committed to safeguarding and promoting the welfare of young people and expects all members of staff to share this commitment. Enhanced DBS disclosure is required for this post.

Completed applications must be submitted via email to: recruitment@king-james.co.uk and received by: **8am Friday 20th November 2026**

Please note that CVs will not be accepted.

How to Apply

Please complete the King James's School non-teaching application form.

Please use the section "Experience & Qualities relevant to the Post" on the application form to demonstrate how you can meet the criteria given in the advert.

Please note CVs will not be accepted. Please do not enclose a covering letter as this will not form part of your application.

We are committed to safeguarding and promoting the welfare of young people and expect all members of staff to share this commitment.

An Enhanced DBS disclosure is required for this post through North Yorkshire County Council. This will be arranged for the successful applicant.

Your completed application form must be submitted via email to:
recruitment@king-james.co.uk and received by: **8am Friday 20th November 2026**

Thank you for your interest in this post. If you have not heard from us within 21 days of the closing date please assume your application has been unsuccessful and, in that event, may we wish you well in your search for a suitable position.



Information on the Design & Technology Department

Design & Technology is one of the most dynamic departments at King James's School and offers students a wide range of opportunities to study across numerous disciplines. These are delivered by a highly skilled and vibrant team of 10 staff in total.

Our facilities are second to none and allow students to explore and develop high levels of skill and subject-knowledge within each specialist area. We have 3 fully equipped workshops which including a range of CNC machines, 2 excellent food rooms (where one is equipped to an industrial standard), 2 designated textiles rooms again, equipped with CNC machines and 2 ICT rooms.

At Key Stage 3, students follow a carousel of project-based learning in order to develop skills in Product Design, Graphics (ICT), Food and Textiles. In Year 9, students can opt for one material area of their choice, which allows the teaching of more in-depth subject knowledge along with gaining a high level of practical proficiency as a foundation for an option choice at GCSE.

At Key Stage 4 we offer qualifications in Product Design, Food Preparation and Nutrition, Hospitality and Catering, Textile Design and 3D Design.

At Key Stage 5 we offer qualifications in Product Design and Art and Design: Textiles.

We are a strong, cohesive department delivering all aspects of Design & Technology in an inclusive environment. Staff in all specialist areas support and work alongside each other by sharing and creating resources, offering expertise where necessary, providing in-house training along with contributing to extra-curricular opportunities for all our students. We have a vibrant, fun department whose infectious enthusiasm and love for their subject is the backbone to the successes we achieve.

KING JAMES'S SCHOOL, KNARESBOROUGH

JOB DESCRIPTION

All job descriptions will be reviewed annually & set in the context of the school's aims & current development plan

FOOD TECHNICIAN

Line Manager:	Subject Co-ordinator of DT Food
Responsible to:	Subject Co-ordinator of DT Food Head of DT

Salary NYCC Band:	**Grade C/D, point 4-6**
Full Time/Part Time:	**Part Time**
Hours:	**24 Hours per week**
Full Year/Term Time Only:	**Term Time only (plus training days)**

Job Evaluated Date:	**April 2023**

Professional Responsibilities

ALL ASSOCIATE STAFF

1.	To work within the North Yorkshire County Council's Conditions of Service
2.	To support the aims, policies, procedures and ethos of the school
3.	To participate in the school's agreed Performance Management procedures
4.	Help safeguard the welfare of children in the school and ensure services are delivered with regard to equalities
5.	Work safely and co-operate with health and safety procedures
6.	Attend school meetings as appropriate within designated working hours
7.	Undertake appropriate staff training and development activities
8.	Undertake whatever duties might be reasonably requested by the Head or Line Manager

North Yorkshire education services

Children and Young People's Service

King James's School

JOB DESCRIPTION

POST: FOOD TECHNICIAN	
GRADE: Grade D	
RESPONSIBLE TO: Subject Co-ordinator of DT Food / Head of DT	
STAFF MANAGED: None	
POST REF: ED6130	**JOB FAMILY:** 5
JOB PURPOSE:	To work, under the direction of the Subject Co-ordinator of DT Food to support the preparation of practical resources and facilities and provide assistance in the practical and administrative needs of the curriculum.
JOB CONTEXT:	Required to work within school, supporting teachers with preparation for Food lessons. Due to the nature of the role, the post holder may be required to wear protective clothing for their own safety and food hygiene purposes. Enhanced DBS Clearance required. An ability to fulfil all spoken aspects of the role with confidence through the medium of English.
ACCOUNTABILITIES / MAIN RESPONSIBILITIES	
Operational Issues	The role of Food Technician at King James's School is required to: • provide support to staff teaching Food. • shop for, weigh out and set up ingredients for Pupil Premium Students in every year group. • ensure practical areas, sinks, surfaces, implements, equipment and materials are kept clean, tidy and usable. • ensure that all hand equipment and small electrical equipment is available. • report any defective equipment. • set up basic equipment and materials for practical lessons and demonstrations, including the afternoon lessons despite not being present. • to tidy rooms/check equipment/turn off ovens at the end of practical lessons. • wash/dry cloths following each practical, oven gloves/aprons as

	required. • monitor temperatures of fridges/freezers. Check regularly and dispose of left over foods, keep clean and defrost as required. • keep store areas clean and tidy, labelling as required. • assist with putting up displays of work. • deal with any photocopying requests to reprographics; help prepare "kits" of materials (work booklets, resource packs etc). • reporting maintenance issues • to provide support to Food Teachers in the preparation and duration of the Practical Food and H&C Examinations
Communications	• to help set up for events like Open Evenings and to assist at Open Evenings. • support food department with administrative tasks for example, revision guide letters. • communicate effectively with all pupils and colleagues. • remember and understand the procedures and legislation relating to confidentiality issues that apply to your role. • interact with pupils in a supportive way to aid the development of their ability to think and learn. • have the ability to use clear language to communicate information unambiguously to others including children, young people, their families and carers. • listen to concerns; recognise and take account of signs of change in attitudes and behaviour.
Resource management	• carry out stock control of ingredients, compiling orders, liaising with suppliers and maintaining appropriate records. • maintain the system in place to record any spending we do on purchase orders. To include monitoring Pupil Premium Spending. • check invoices from finance tally with purchase orders and consult with Subject Co-ordinator of DT Food • to work with the finance department/Subject Co-ordinator of food to monitor the food budget and purchase orders • order food shopping online for Demos and student ingredients each week and communicate costs to Subject Co-ordinator of DT Food • maintain all stock, this includes foods, non-foods, cleaning products, student ingredients and stock basics. Filling out purchase orders for each as required. • provide various ingredients for whole year groups, as specified on recipes

	(school provide some ingredients) • liaise with Subject Co-ordinator of DT Food and finance department to organise revision guides • assist Subject Co-ordinator of DT Food and food teachers in organising school trips • communicate with the School Nurse to produce an up-to-date list of all pupils that have a food allergy or intolerance and to communicate this to all those that teach food as soon as is reasonably possible
Safeguarding	• be responsible for promoting and safeguarding the welfare of children and young people that you are responsible for and come into contact with. • have awareness and basic knowledge, where appropriate, of the most recent legislation. • be able to recognise when a child or young person is in danger or at risk of harm and take action to protect them. • make considered judgements about how to act to safeguard and promote a child or young person's welfare.
Systems and Information	• attend staff meetings, training days and management meetings by agreement with their manager • participate in training and learning activities and performance development as required. • keep up to date with current procedures and practices through continuing professional development.
Data Protection	• to comply with the King James's School's policies and supporting documentation in relation to Information Governance this includes Data Protection, Information Security and Confidentiality.
Health and Safety	• be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist health and safety responsibilities as defined in the Health and Safety Policy and procedure. • work with colleagues and others to maintain health, safety and welfare within the working environment. • contribute to the assessment, monitoring and review of both health and safety procedures and information resources through a process of self-evaluation. • ensure the healthy, safe storage and accessibility of equipment and materials. • ensure the safe treatment and disposal of used materials, including hazardous substances and responding to actual potential hazards.

Equalities	King James's School aims to make sure that services are provided fairly to all sections of our community, and that all our existing and future employees have equal opportunities. Within their own area of responsibility, all employees shall work in accordance with the aims of the Equality Policy Statement.
Flexibility	King James's School provides front line services, which recognises the need to respond flexibly to changing demands and circumstances. Whilst this job outline provides a summary of the post, this may need to be adapted or adjusted to meet changing circumstances. Such changes would be commensurate with the grading of the post and would be subject to consultation. All staff are required to comply with King James's School and County Council Policies and Procedures.
Customer Service	King James's School requires a commitment to equity of access and outcomes, this will include due regard to equality, diversity, dignity, respect and human rights and working with others to keep vulnerable people safe from abuse and mistreatment. King James's School requires that staff offer the best level of service to their customers and behave in a way that gives them confidence. Customers will be treated as individuals, with respect for their diversity, culture and values. All employees shall understand their own role and its limits, and the importance of providing care or support.
Date of Issue:	April 2023

PERSON SPECIFICATION

Job Title: FOOD TECHNICIAN (Grade D)

Essential upon appointment	Desirable on appointment
Experience • Appropriate experience of working in a school and or catering environment.	
Occupational Skills & Knowledge • Ability to maintain a high level of food hygiene, food safety and health and safety standards when carrying out duties • Good written and verbal communication skills • Good ICT Skills to include Email, MS Word, Excel (at a basic level), printing, using the internet for orders • Ability to communicate effectively and clearly with a range of staff, pupils and parents. • Good literacy and numeracy skills.	
Qualifications • Level 1 Basic Food Hygiene Certificate (or willingness to undertake). • Knowledge of specialist equipment and materials in a catering / kitchen environment.	First Aid Training
Personal Qualities • Organised • Excellent interpersonal communication skills. • Ability to work successfully in a team and communicate well within the team • Able to exercise discretion & judgement. • Self-motivated and uses own initiative to complete required duties. • Confidentiality. • Good time management skills. • Good Multi-tasking skills • Flexibility.	

Other Requirements • Enhanced DBS clearance. • Commitment to the school's policy and ethos. • Commitment to Continual Professional Development. • Motivation to work with children and young people. • Ability to form and maintain appropriate relationships and personal boundaries with children and young people. • Emotional resilience in working with challenging behaviours; and, attitudes to use authority and maintaining discipline. • The ability to converse at ease with customers and provide advice in accurate spoken English is essential for the post.	