| JOB OUTLINE | |
|---|---|
| **JOB TITLE: Home Economics Auxiliary** | **JET CODE: 6948** |
| **DIVISION: Education** | |
| **SERVICE/BUSINESS UNIT: High School as advertised** | |
| **REPORTING TO: Head Teacher** | |
| **RESPONSIBLE FOR: None** | |

**JOB PURPOSE:**

To provide daily support to the Home Economics Department in secondary schools in delivering Home Economics education to school students.

**MAIN DUTIES:**

Prepare cooking ingredients for Home Economics classes under the direction of Home Economics teachers.

Departmental housekeeping – maintain the order in cupboards, freezers and fridges, washing tea towels etc.

Use PECOS and credit cards to purchase ingredients mainly on-line under the direction of Home Economics teachers.

Occasional requirement to purchase ingredients from local shops.

Collect small amounts of monies from students and maintain payment records on a daily basis as required

Carry out any other duties appropriate to the grade of the post as identified by the Home Economics Teacher.

Any other appropriate duties, as requested by Management, commensurate with the grade for the post.

**ESSENTIAL REQUIREMENTS FOR THIS ROLE**

**Qualifications/Experience:**

Good standard of general Education **and/or** able to demonstrate equivalent knowledge, skills and competencies gained through relevant experience.

Basic Food Hygiene Certificate (if not held at time of appointment there will be a requirement to undertake this once in post)

**Disclosure Scotland:**

This role requires **PVG clearance** for regulated work with children. ELC will submit a PVG application on behalf of the preferred candidate and receipt of the subsequent PVG certificate will be **required prior to commencement**.

**Scottish Social Services Council:**

None.

| PERSON SPECIFICATION | | |
|---|---|---|
| **Attributes** | **Essential** | **Desirable** |
| Education, Registration & Training | A good standard of general Education **and/or** able to demonstrate equivalent knowledge, skills and competencies gained through relevant experience.<br><br>Basic Food Hygiene Certificate (if not held at time of appointment there will be a requirement to undertake this once in post)<br><br>This role requires **PVG clearance** for regulated work with children. ELC will submit a PVG application on behalf of the preferred candidate and receipt of the subsequent PVG certificate will be **required prior to commencement**. | |
| Previous Experience (Paid & Voluntary Work) | Experience of working with food preparation | General clerical experience.<br><br>Working with members of the public and/or children. |
| Knowledge/ Skills /Competencies | Effective verbal and written communication skills<br><br>Effective organisation and time management skills | |
| Personal Qualities | Ability to develop and maintain good relationships with staff and school students.<br><br>Ability to maintain confidentiality.<br><br>Ability to be flexible in a variety of situations.<br><br>Enthusiasm and willingness to be part of a team. | |
| Council Behaviours | We are Person Centred<br><br>We Initiate and Embrace Change<br><br>We Strive to be the Best we can be<br><br>We make things Happen<br><br>We work Together | |