



Technician  
Food  
Preparation & Nutrition  
Start date February 2025



## Welcome from the Headteacher



Thank you for your interest in the position of Food Technician at Team Millfield. This is an exciting opportunity to join a dynamic team of staff who are focused on providing the best outcomes for our students. The Governors and I are looking for a highly-motivated Technician who is driven, determined and passionate to provide the best environment possible for our staff, students and stakeholders as we take Millfield on the next step of our journey to being exceptional. The role will be to work predominantly in the Food Department but may also include work in other areas of Art and Technology.

We are a small, family school with around 880 students on roll. Millfield is the school of choice for our area and we have been vastly oversubscribed for many years. Our parents recommend us to other parents. We have high expectations, high ambition and behaviour is outstanding; there is a real belief in the Team Millfield ethos. I am a firm believer in giving every student the opportunity to be the very best that they can be; background should not be a barrier to a child's success.

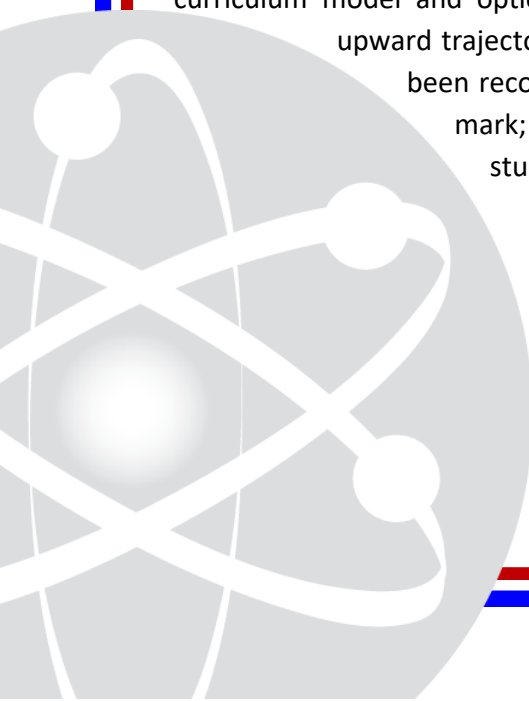
I have worked at Millfield since 2009 and was incredibly proud to have been appointed as Headteacher in September 2018. As a team, we have fostered a culture of continuous reflection and improvement; embracing the ethos "if we create a culture where every teacher believes they need to improve, not because they are not good enough, but because they can be even better, there is no limit to what we can achieve." Staff morale at Millfield is high and our team are proud to work at our school.

In July 2022, Ofsted confirmed that we are a 'good' school and our report shows that we are on the cusp of 'outstanding'. The school has been on a journey of improvement: we introduced a new curriculum model and options process in September 2020 and our results have been on an upward trajectory. We are quickly becoming a trail-blazing, beacon school and have been recognised with numerous awards: careers; attendance; behaviour 'gold' mark; CPLD and Equalities. We strive to 'Create Bright Futures' for all our students.

We have a fantastic team ethos; staff collaborate to ensure that developing consistently high-quality teaching and learning is at the heart of everything we do.

We have one clear priority:

- Teaching and Learning: Consistent high-quality teaching across the school, ensuring exceptional progress and outcomes for all



students.

**We can offer you:**

- A commitment to staff development in terms of high-quality award-winning CPL;
- Supportive line management and appraisal;
- A supportive SLT committed to staff wellbeing and reducing workload;
- A wellbeing package;
- An Induction Programme;
- Being part of an outward-facing school;
- Recognition and retention of excellent staff through internal promotion;
- A friendly and dedicated team of experienced and supportive teachers, teaching assistants, clerical staff, site staff and pastoral staff;
- A team of staff who are committed to ensuring that children are both nurtured and educated;
- Enthusiastic students who enjoy coming to school, learning and being stretched and challenged;
- Engaged and supportive governors who want the best for our students and
- The opportunity to be part of the successful 'Team Millfield' as we move the school to outstanding.

If you have the skills, drive and enthusiasm to complement the Millfield vision and be part of our success, then I look forward to receiving your application.

*N. Regan*

Headteacher



# Welcome from the Governing Body

Dear Colleague,

I would like to thank you on behalf of the Governing Body for the interest you have shown in our school and this position that you have applied for. This is an exciting opportunity and the successful applicant will be joining a happy, successful and welcoming school.

The Governing Body is seeking to appoint a Technician to work predominantly in the Food—Preparation and Nutrition Department who can contribute to the continued success of the school.

Millfield is at a significant stage in its development as we are on a journey to 'outstanding'.

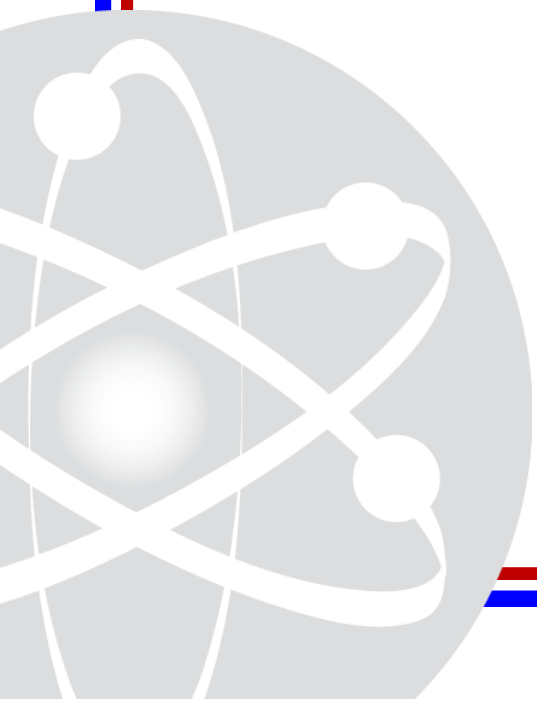
The school has had fantastic success over the last few years, including being in the top 10% of schools nationally for attendance and in our recent Ofsted inspection in July 2022. The governors have a very simple wish for the school and that is to provide an environment that allows all students to become the very best that they can be. The majority of the governors are recruited from our parents and we all have a keen and vested interest in providing the advice and support to help the school in its strategic vision.

We wish you every success with your application, and we look forward to working with you over the coming years.



Mr David Slack

Chair of Governors



# Welcome from the Students

Dear Applicant,

Welcome to Team Millfield! Our school is a place where students feel safe and welcome. Our students are respectful and polite, and we enjoy coming to school. When students come to Millfield every morning they know how to behave and how to get the most out of their lessons. Millfield is a great environment where students transform from young children in Year 7 to young adults in Year 11, ready for the world.

During our time at Millfield, every one of us has had a chance to shine and experience things we may not have done without the school. From our breath-taking trips to New York, Italy and Paris, to our wonderful clubs, such as dance, debating society, art and the many sports and extracurricular activities. Our school has so much to offer! The Year 11s who leave Millfield and go on to the next stage of their educational journey always miss these fantastic opportunities. Our teachers care about all students' life chances and it is vital, from a teacher's perspective, for students to have the best five years possible. Leaving school with phenomenal grades is important but so are the experiences that will last a lifetime. Here at Millfield we get both!

We believe that Millfield is a journey that everyone's driving through together. We always admire a person with a personal drive for what they want to do. As students, we would want a staff member who is ambitious, strict and hard-working. If you do come to work at Millfield, we would love you to also be a kind and warm person who students know they can smile at on the corridor. We hope that you will be joining us here at Millfield and become part of our exceptional team.

Yours faithfully,

The Senior Student Team



# Staff Testimonials

"In 2018, I began my teacher training through a school's direct course and I was lucky enough to complete half of my training year at Millfield. Half way through my training year when I saw a post advertised, I applied without a second thought because I wanted to work with like-minded people to drive education forward.

After a year of working as a teacher of Performing Arts, I was appointed as Head of Dance. Working at Millfield has enabled me to work in an environment where students are given the opportunity to thrive emotionally, socially and academically. There is nothing more rewarding than witnessing and supporting students in their development.

I am now in my third year of employment with Millfield; they have been extremely supportive and have offered me an abundance of opportunities to continue my professional development. I have felt like a valued member of 'Team Millfield' since day one. I know that Millfield will support me for the remainder of my career. I know they will continue to push me to be the best teacher I can be."

Alice Kilmartin, Head of Dance.



"In 2015, I gained the position of Senior Science Technician at Team Millfield. During my first 12 months I had the opportunity to work with a committed and supportive science department, as well as the wider school. I was provided with an opportunity to gain teaching experience in the following years, with the view to undertaking the Assessment Only route into teaching. Over the years, I was given guidance, advice and training in all aspects of teaching and learning, allowing me to successfully complete the course and gain QTS.

Through the support I have received from the fantastic team at Millfield and continued CPL opportunities, I was fortunate to be appointed for the position of Head of Transition & Aspirations. I have seen my professional development progress considerably over the years and look forward to seeing what the future holds for my career at Millfield."

David Booth, Second in Science.

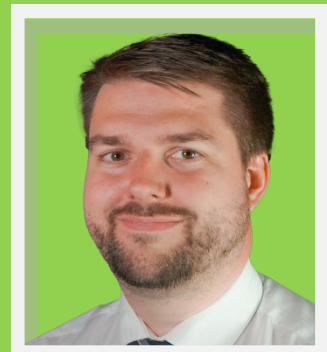


"I joined Team Millfield in September 2022, and it has been the best decision of my career. Since the day of my interview, when I was taken on a tour of the school by the Head Boy, who spoke about Millfield with such pride and enthusiasm, I have been excited to start and join such a wonderful and collaborative team.

Throughout my first half-term of working at Millfield, the staff have been supportive and welcoming, helping me to settle and adjust to new procedures and processes. There have been regular CPL sessions with a thorough CPL programme to ensure all staff continue developing, as well as a supportive SLT who have already let me enrol on different courses to ensure I continue developing as a teacher.

As for the students, it is refreshing to be in a school where there are high expectations and a focus on consistency, allowing teaching staff to focus on teaching and ensuring all students are making progress. The students want to learn, and it has been a rewarding experience to see such progress being made within the first half-term, with students being enthusiastic about learning languages. The addition of Spanish has also generated a buzz within the department and students alike. Already I feel like a valued member of staff, and I look forward to continuing to learn and develop my career here at Team Millfield."

Christopher Hardy, Second in Modern Foreign Languages.



# Staff Testimonials



"In 2009, I was placed at Millfield as part of my PGCE course through the University of Cumbria. Fortuitously, a vacancy within the English department was advertised during this time and I was lucky enough to secure a permanent post. In the years since then, I have worked as a teacher in the English department, been promoted to third in English, Pupil Premium Coordinator, Lead Practitioner, Head of English and now, 15 years later, I'm the Assistant Head teacher in charge of Teaching & Learning.

As you can see, Millfield creates opportunities for its staff. This is testament to the Headteacher and SLT who listen carefully when you talk about your expectations for professional development and, in turn, create opportunities to help and support you along your chosen career pathway.

You may have read, or heard of, the expression 'Team Millfield', it's not a cliché, it's not a sales pitch and it's not merely a motto for the children to adhere to. It's at the heart of everybody who works and learns here. All the fantastic staff go above and beyond to support one another, learn from one another and share best practice with one another and it genuinely is a wonderfully enriching learning environment to be in."

Hannah Morton, Assistant Headteacher for Teaching & Learning

"I started at Millfield as Deputy Headteacher in September 2019, after having worked in other schools for 18 years. I remember visiting the school for the first time in February 2019, prior to applying for my current role, and I was truly amazed. I was greeted by a very passionate and enthusiastic Headteacher who clearly has an exceptional vision for her school and wants the absolute best for her colleagues and students – I just had to apply!

I thoroughly enjoy working at such an exceptional school where everyone feels valued and the students are really keen and eager to learn. I am really excited about the future of our school and what we will all achieve together - it is such a privilege to be part of Team Millfield!"

Bill Humphreys, Deputy Headteacher



"I first experienced teaching at Millfield through a placement in my training year and was immediately impressed by the ambition and drive of the school. I was lucky enough to secure a job here starting in September 2021 and have enjoyed every second since.

As an ECT (Early Career Teacher) at Millfield, I have a dedicated mentor as part of my induction programme who offers me one to one support. I also benefit from a reduced timetable and access to regular CPD opportunities to allow me to develop my practice.

A real highlight of the job so far has been taking on the role of a Year 7 form tutor, getting to know the students well and helping to guide them through their first year here at Millfield. I could not recommend the school more highly, and hope that you are successful in your application to join 'Team Millfield'."

Tom Yeoman, History Teacher

## Job Description – Technician

<b>POST TITLE:</b>	Technician 3
<b>GRADE:</b>	<p style="text-align: center;"><b>Grade 5</b></p> <p style="text-align: center;">Pts 6 – 11 £25,183- £27,269 fte (pro rata for 32.50 hours per week (term time only) Actual approx £18,837—£20,397</p> <p style="text-align: center;"><b>Hours</b></p> <p style="text-align: center;">Mon – Fri 8.30 – 3.30pm with 30 minutes lunch break (There is a possibility of a 4 day working week Tuesday—Friday. If you are interested in this, please advise on your application form)</p>
<b>CAR USER:</b>	N/A
<b>LOCATION:</b>	Millfield Science and PA College
<b>RESPONSIBLE TO:</b>	Head of Department

**JOB PURPOSE: The main objectives to be achieved by the Postholder**

To work with teachers as part of a professional team to support learning by providing technical assistance through working with students in the delivery / demonstration of practical learning activities and the preparation and maintenance of teaching areas and equipment for students.

### MAIN ACTIVITIES

### Accountabilities / Responsibilities - appropriate for this post

#### Key Duties

- Plan, prepare and set up specific curriculum resources / materials / equipment for lessons, as directed by the class teacher
- Implement structured and agreed practical learning activities for groups or on a one-to-one basis, as prepared by, and under the direction of, the class teacher
- Develop, prepare and maintain specialist resources as required
- Ensure the safe and secure storage of allocated resources / materials / equipment to prevent unauthorised access / misuse
- Clean and undertake maintenance of equipment as needed to ensure it is clean and in good working order
- Keep records of stock levels
- Contribute to planning and development of systems, policies and procedures for their technical area.



### **Individuals in this role may also:**

- Ensure the adherence to health and safety regulations by technical support staff within the school
- Demonstrate the use of equipment to technical and other staff
- Provide clerical and administrative support to the classroom teacher as directed
- Order and maintain resources within an agreed budget
- Ensure the safe treatment and disposal of used materials, including hazardous substances, and respond to actual or potential hazards.

### **Additional supporting information – specific to this post.**

#### **Indicative knowledge, skills and experience**

- Should be able demonstrate significant experience or technical knowledge in a relevant technical area.
- Knowledge of appropriate use of specialist equipment and ability to communicate and demonstrate this knowledge effectively to staff and students.
- This profile would be applicable for technicians working in Science, Design & Technology, Art, Food Technology, Performing Arts or Sport.

**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. Postholders are expected to be flexible and to operate in different areas of work/carry out different duties as required.

## Person Specification Form

<b>Post title: Technician</b>	<b>Grade: Grade 5</b>	
<b>Directorate: Millfield Science and PA College</b>	<b>Post number: N/A</b>	
<b>Establishment or team:</b> Technology, Art, Food Technology		
<b>Requirements (based on the job description)</b>	<b>Essential (E) or desirable (D)</b>	<b>To be identified by: application form (AF), interview (I), test (T), or other (give details)</b>
<b>Qualifications</b>		
GCSE English and Maths grade C or above (or equivalent)	E	AF
Technician level 2 qualification (or equivalent)	D	AF
<b>Experience</b>		
Experience of working with children	D	AF/I
Experience of working in a relevant school/service environment	D	AF/I
Experience of work in a technical environment	D	AF/I
<b>Knowledge, skills and abilities</b>		
Ability to relate well to children	E	AF
Ability to work as part of a team	E	AF/I
Good communication skills	E	AF/I
Ability to assist students	E	AF/I
Time management skills	E	AF/I
Organisational skills	E	AF/I
Knowledge of the concept of confidentiality	E	AF
First Aid Certificate	D	AF
Administrative skills	D	AF
Ability to make effective use of ICT	D	AF
Flexible attitude to work	D	AF/I

**Other** (including special requirements)

– Commitment to safeguarding and protecting the welfare of children and young people	E	I
– Commitment to equality and diversity	E	I
– Commitment to health and safety	E	I
– Commitment to attendance at work	E	I
– Commitment to undertake in-service development	E	I

**Note: We will always consider your references before confirming a job offer in writing.**

# How to apply

To find out more about Millfield, please visit our school website [www.millfield.lancs.sch.uk](http://www.millfield.lancs.sch.uk). All job details and an application form are available to view and download from the school website under the vacancies section, LCC vacancies online, or an application pack can also be posted or emailed to you by contacting Mrs Mountford at [dmountford@millfield.lancs.sch.uk](mailto:dmountford@millfield.lancs.sch.uk)

**The Lancashire Application Form must also be fully completed, ensuring there are no gaps in your career history.** In the references section of the application form, please clearly give details of two referees. References from employers are preferred, one of which should be your current employer. Please also include an email address for each of your referees. An excellent attendance record is essential. We will contact your current employer for attendance information if we make you a conditional offer of employment. An offer of employment will also be conditional on satisfactory medical clearance.

**Closing date for applications: Friday 24th January 2025**

**Interview: TBC**

**Please email applications FAO Mrs Mountford, School Business Manager, to [dmountford@millfield.lancs.sch.uk](mailto:dmountford@millfield.lancs.sch.uk)**

**For an informal chat about the job or to arrange a visit please also contact Mrs Mountford**

## **Child Protection and Safeguarding**

At Millfield, the welfare of the child is paramount. This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All staff should understand their responsibility to safeguarding and promoting the welfare of children and young people. Staff are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intentions. Staff should work, and be seen to work, in an open and transparent way. Attitudes towards promoting and safeguarding the welfare of children and young people will be scrutinised during the selection process for the post that you have applied for. If you are appointed to this post, information in relation to safeguarding and protecting children and young people will be provided at induction. Please note that in line with Keeping Children Safe in Education 2023, an online search will be carried out as part of our due diligence on shortlisted candidates.

## **GDPR and Data Protection**

The post holder is expected to comply with the provisions of the Data Protection Act (GDPR) 2018. As part of the recruitment process, the school collects and processes personal data relating to job applicants. Please see privacy statements and GDPR policy on our school website for further information

## **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 help us to apply our general statement of health and safety policy.

# Department Structure



Headteacher

Business Manager

Head of Food Preparation &  
Nutrition

Technician



# OFSTED:

*"Staff morale is high."*

*"Students are well prepared for the next stage of their education."*

*"Relationships between staff and students are positive."*

*"Teachers use questioning effectively to target pupils of different abilities and to probe and deepen students' understanding."*

*"You provide a strong vision and have developed a sense of teamwork among staff and students."*

*"My children are supported in their learning and are encouraged to reach their full potential."*

*"The curriculum is well-matched to the aspirations and interests of students, and they are increasingly successful as a result."*

*"Your ongoing focus on raising aspirations has ensured that students' outcomes have continued to improve."*

*"Students say that they feel safe and well looked after in school."*

*"Students are polite, courteous and welcoming."*

*"Students behave well in lessons, at breaktimes and around the school."*

*"Students enjoy coming to school."*



**MILLFIELD SCIENCE & PERFORMING ARTS COLLEGE**

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