The Weald
community school
and sixth form

Food Technician
Application Pack



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November 2026

Dear Applicant

Food Department Technician – 20 hours a week, term time only

Thank you for expressing an interest in the position of Food Department Technician at The Weald School. We are seeking to appoint someone who is flexible, adaptable and works well as part of a team.

An application form must be completed. When completing the Skills & Competencies section of the form, please outline how your experiences, skills and abilities equip you for the role. A CV may be sent in addition to, but not instead of, your application form.

Please email your completed application form to jobs@theweald.org.uk. The closing date for receipt of applications is: **10am** on **Monday 23 November 2026**, and interviews will be held shortly after.

You are advised to submit your application as soon as possible as we reserve the right to close the vacancy early if a high volume of applications is received.

Please note that, due to limited resources at the school, we will only contact you if you have been short-listed for an interview, so if you do not hear from us by 2 weeks after the closing date you should assume that your application has been unsuccessful on this occasion.

We very much look forward to receiving your application form. Should you have any queries relating to this post, please do not hesitate to contact jobs@theweald.org.uk.

Yours sincerely,

Sarah Edwards

Sarah Edwards
Headteacher

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JOB DESCRIPTION
Food Department Technician

The Weald School is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

Job details

Salary: NJC Grade 3 (Points 3-4) £25,614 - £26,016 FTE, actual salary £11,662 - £11,845

Hours: 20 hours a week across 5 days, term time only

Contract type: Part time, permanent

Reporting to: Subject Leader

Main Purpose

To provide practical resource-related support to the Food Department subject area

Duties and Responsibilities

- Supporting the department with the maintenance of the Food rooms including checking and maintaining equipment and cleaning.
- The purchase and storage of food materials for lessons
- Preparation of food for practicals and for food investigation lessons
- Administrative work to include photocopying, stock ordering, filing, and equipment and health and safety audits
- This is an active, hands-on role where you will be on your feet for most of your hours and may involve some light physical lifting
- Involvement in the preparation of and support with ACE week

Other

- To undertake any other duties appropriate to the grade and character of work as may reasonably be required
- Contribute to the overall ethos and aims of the school

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Food Department Technician: Job specification

Sections	Competencies	Essential	Desirable
Personal Qualities	• Proactive and motivated; ability to initiate	✓	
	• Well organised, accurate and thorough	✓	
	• Able to deal with very confidential matters	✓	
	• Able to command respect from colleagues at all levels	✓	
	• Able to plan, review and develop processes	✓	
	• Able to adapt to changing and challenging circumstances	✓	
	• Work constructively as part of a team	✓	
	• Able to deal with the physical aspect of the role		
	• A positive, flexible and proactive team player	✓	
Qualifications and Training	• A good general standard of education	✓	
	• 5 GCSEs at Grade C/Level 4 (or equivalent)	✓	
Experience	• Knowledge of cooking and food safety principles	✓	
	• Relevant experience of working in an education setting or business administration environment		✓
Skills and Knowledge	• Able to deal effectively with pupils and staff	✓	
	• Competent in the use of a wide range of ICT packages including all Google products and Microsoft Office	✓	
	• Excellent literacy and communication skills		✓
	• Ability to establish and improve systems	✓	
	• Experience of dealing with simultaneous and often conflicting demands from more than one person		✓

Safeguarding Statement

This school and West Sussex County Council are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to an appropriate Disclosure and Barring Service check along with other relevant employment checks, including satisfactory references.

We are committed to diversity and inclusion, offering a supportive and welcoming environment for all.

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About The Weald School

The Weald School is an 11-18 mixed comprehensive with around 1,800 students. This includes a thriving Sixth Form of about 300 students. Our students are at the heart of all that we do. The Weald is a warm, friendly and vibrant school at the centre of the community with a wonderful family feel, where each student is known and cared for. Students are well behaved, have a very positive attitude and enjoy coming to school. There are excellent relationships between staff and students. We believe that all our students have the potential for excellence. We work towards this by having high expectations of students and staff, by continually raising aspirations and by promoting our students' self-belief alongside strong moral values.





Academic outcomes at The Weald are consistently high. In the summer of 2026, our Year 13 students achieved results which put us, yet again, in the top 25% of all schools and colleges nationally. 95% of our students applying to university secured their first choices.

Our Year 11 students also attained excellent results: our most recent Progress 8 measure (from 2024*) is +0.43, meaning that our students typically make, on average, almost half of a grade more progress in each GCSE than students in the rest of the UK. Outcomes this year were similarly strong: 80% of students attained a grade 4 in English and 75% did so in mathematics.

These results follow an upward trend of improving results over time and underpins our ethos of striving for academic success alongside character education.

* There are no Progress 8 measures for 2025 or 2026 due to students not sitting Year 6 SATS.

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Our curriculum is broad and balanced and offers many exciting opportunities for all students, both in school and out. Students study Key Stage 4 over three years. This presents real opportunities for creativity and varied approaches to learning through both GCSE and BTEC vocational qualifications. There are tremendous extracurricular opportunities at The Weald through sport, performing arts, Radio Weald, Weald TV, links with partner schools in Europe and Africa, the Duke of Edinburgh award, as well as a number of other trips. In short, we believe there is something for everyone at the school.



We believe achievement is not just about qualifications. Personal development is key to what we do. We have a very active School Council and a strong student voice within the school. We also have a close and effective partnership with our parents and carers. We listen to their views and use them to inform the work of the school. Attendance at school events is high, and an effective governing body has a full representation of parents.

I genuinely feel it is an honour and a privilege for me to be able to lead and develop further the education of the children at The Weald. Our students are a joy to work with. Visitors describe them as polite, courteous and respectful, making the school a fantastic place both to study as a student, and to work as a member of staff.

About the school

The Weald School serves the local community from a pleasant 25-acre site on the edge of Billingshurst. Our size offers us many advantages. We have excellent facilities, allowing us to offer a wide and varied range of academic and vocational courses at all levels. The Weald campus has been steadily improved in recent years.



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An £11m expansion programme completed in 2017 funded a new teaching block for maths and art and a 400-seat dining facility. Additional improvements include new science laboratories, media room and TV studio, changing rooms, drama suite, music block and a pastoral provision area. There is also a swimming pool and fitness centre (adjoining the school site and run by DC Leisure / Horsham District Council), and two multi-use games areas.

The Weald School offers all students:

- A well-planned, broad and balanced curriculum
- A record of excellent examination results
- Well qualified specialist staff combining innovative and traditional methods in the classroom
- A secure, supportive, encouraging and happy environment
- A wide range of extra-curricular and residential activities.

What our students think about the school:

- *"Lessons are fun, and the school has a good atmosphere" – Year 7 student*
- *"The teachers have a good attitude to learning and we are encouraged and can hold our own opinions" – Year 10 student*
- *"We are able to talk to our teachers about issues and they make a real difference in our lives" – Year 9 student*
- *"I love the opportunities we get to work with younger students - it's great fun and really rewarding to support them with different aspects of their work." - Year 12 student*
- *"There is fantastic support for researching progression options for when we move on from the Sixth Form. The Sixth Form staff are always there to help with the UCAS process." - Year 13 student*

Sarah Edwards
Headteacher

September 2026