



City of Edinburgh Council Job Profile

Department:	Children and Families
Section:	Schools and Community Services and Support to Children and Young People
Post:	School Support Assistant
Responsible to:	Business Manager / Head Teacher

Purpose of Job

To provide assistance in the school environment to assist and relieve teaching staff of routine duties associated with the administration and organisation of resources for learning. To be flexible and assist in undertaking duties that support pupil learning across the school.

SSA Job Specification – Health, Food and Technology

The role of the SSA within HFTT is diverse and requires excellent planning, organisational and administrative skills as well as the ability to set up practical lessons with food and equipment for a busy department. The delivery of practical lessons and high - quality learning and teaching relies on accurate ordering, organised trollies for lessons and a well-managed and hygienic food technicians' room. Adherence to risk assessments and knowledge of good practices around food hygiene and preparation is essential. Although not exhaustive some duties are outlined below. Good communication skills and the ability to work collegiately and follow guidance help support an effective working environment.

Setting up trollies for practical cookery and preparing equipment for textile lessons

- Preparing vegetables / portioning of ingredients for trollies
- Checking store cupboard ingredients to ensure enough for each class/every day/week
- Preparing ingredients
- Issuing specific foods for dietary needs
- Issuing specialist equipment for recipes including knife blocks
- Issuing greaseproof paper/ disposables for learners to take food home in
- Trollies come in and out per period and need refilled and reissued, cleaned or can be set up with several lessons for a specific room/ teacher

Ordering: Accurate ordering preserves budget ensures smooth running and cuts down on food waste.

- Ordering non- perishables – dry goods, disposables, cleaning and laundry goods
- Orders as required for fresh produce
- Ensure there is a stock of gluten / dairy / free, vegetarian and vegan alternatives both dry & frozen to support all learners

Checking deliveries.

- Checking fresh produce supplier's invoices against deliveries
- Storing supplies appropriately depending on date of use
- Checking the balance of ingredients to check for reordering if needed
- Checking deliveries of non-perishables

Laundry

- Washing / drying all cloths from practical lessons
- Emptying of water trays and lint removal
- Folding and setting up baskets with linen

Clearing

- End of shift emptying trollies and storing food appropriately
- Cleaning all surfaces and sinks in food store
- Filling and emptying dishwasher of dishes used for portioning and classes
- Setting up basic dry ingredients for next day
- Checking cooking schedule for the week and organising
- Emptying fridges of uncollected foods
- Storing specialist equipment
- Maintaining an organised hygienic working area

Administration

- Checking invoices against deliveries
- Checking cookery schedule and completing prep sheet
- Filing / sourcing of recipes on server or in filing cabinet

Cleaning/ Hygiene

- Cleaning fridges in store- storing food appropriately / labelled
- Sterilising sinks instore
- Disposal of unwanted/ out of date food