

ROLE DESCRIPTION

Education Assistant

Assist with **preparation and clearing** for sessions. **Guiding** groups/classes around site. **Supporting education staff** in their teaching sessions.

Times

Weekdays when School groups are booked in and occasional weekends.

Frequency

When needed for busy group sessions.

Location

Various buildings on site.

Access

Main entrance in Beaulieu Drive. Vehicles may be parked in the visitor car park.

Duties

1. To assist the Education Staff with the co-ordination and delivery of education support.
2. To take an active role in the preparation, setting up and clearing of classrooms and equipment.
3. Assist in developing and preparing programmes and materials.
4. To assist with the administration tasks relating to the educational visits, such as photocopying, assembling packs of information and filling envelopes for mail outs.
5. To be responsible for the safe stewarding of groups/classes when necessary.
6. To carry out other appropriate duties from time to time.
7. To take note of any comments, favourable or otherwise, and ensure they are passed to the Education Staff.
8. To listen to complaints in an empathetic way and take appropriate action to help rectify any problems that may arise.
9. To be vigilant and, when necessary take appropriate action to ensure the safety of all on site and the security of facilities and contents.
10. To ensure all work is carried out in accordance with the Companies Health and safety Policy and other relevant policies.

Skills/experience/attributes required

1. Good organisational skills
2. Ability to communicate effectively with visiting staff and children.
3. Ability to work out of doors in variable weather conditions.
4. A willingness to attend appropriate training courses relative to sections engaged in educational activity.
5. No convictions or prosecutions relevant to the role held on Police National Computer.

Desirable skills/experience/attributes

1. Previous experience of working with young people.
2. Ability to work some long hours.
3. First aid qualification.