



## Job Description

<b>Job Title:</b>	Education Administrative Officer
<b>Salary:</b>	£20K - £22K per annum
<b>Location:</b>	Oxford Centre for Innovation, New Road, Oxford, OX1 1BY
<b>Responsible to:</b>	Head of Education
<b>Working arrangements:</b>	8.30 – 5.00 Monday-Friday. Occasional evening and weekend work. No overtime paid but time off in lieu.
<b>Holiday:</b>	25 days per annum. The holiday year is Jan-Dec

## **Background Information**

- *The Oxford Trust*, established in 1985, is a leading charity focussed on encouraging the pursuit of science and enterprise
- The Trust's public facing brand is Science Oxford (SO) and our Education group is the region's leading developer and provider of STEM (science, Technology, Engineering and Maths) enrichment. In addition:
- The Trust's "SO Live" programme of events provides a variety of opportunities for adults (16+) and families to engage with all that is best in contemporary and hands-on science through talks, workshops and shows.
- In addition, the Trust is deeply involved in the entrepreneurial life of the County particularly through its Oxford Centre for Innovation facilities in New Road
- Whilst the Trust funds some activities through its own on-going investments, it collaborates with other like-minded organisations in a way that makes a difference to the people it engages with.
- The organisation is run by a board of trustees all of whom hold, or have held, leading roles in business, education or the sciences.
- The position of Education Admin Officer is one of 18 full and part time posts currently employed by the Trust.



## **The Role**

The Education Admin. Officer is responsible for the bookings and administrative support of Science Oxford's education outreach activities. They are also responsible for the organisation and stock control of Science Oxford's kit and the coordination of the kit loan service.

An integral part of this role is working with, moving and handling specialist kit. Whilst it is safely managed, there is an intrinsic requirement for manual handling in carrying out this job. Full training will be provided if necessary.

## **Detailed Job Description**

1. To be the first point of contact for schools and teachers contacting Science Oxford via telephone or email
2. To administer the school bookings process and be responsible for communicating with schools regarding bookings
3. To provide administrative support to all members of the Education Team
4. To take responsibility for the collection of quantitative data relating to outreach activities
5. To record and collate evaluation data collected from schools and family events and to maintain accurate records of all feedback
6. To take responsibility for Science Oxford's education kit, including storage, re-setting kit, stock control and ensuring written documentation is up to date.
7. To coordinate Science Oxford's kit loan service for schools and to maintain accurate records.
8. To assist with ensuring that school contacts are kept up to date and to contribute to a regular schedule of school communications as required.
9. To manage the twice yearly mailshot to all primary and secondary schools in our region.
10. To provide administrative assistance to new education and family projects and events as required.



## **General Management**

Like everyone else, the Education Admin Officer must take responsibility for their own personal management and development and manage physical resources effectively, including:

1. Responsibility for ensuring personal health and safety by following safe systems of work, and by meeting the requirements of the health and safety policy
2. Ensuring that the organisation's equal opportunities policies are followed and actively practice social inclusion within their own area of service.
3. Reading and responding to internal communications and information which is disseminated
4. Participating in the Trust's agreed performance appraisal system
5. Ensuring that all resources (including IT hardware and software) are used safely, legally and efficiently.
6. Complying with standing orders, financial regulations and all other policies and systems for ensuring financial probity

Note:

This job description is not intended to be exhaustive. The postholder will be expected to adopt a flexible attitude to duties which may have to be varied (after discussion with the postholder) subject to the needs of the Charity, and in keeping with the general profile of the post

The postholder will be required to complete an enhanced DBS check



## **Work Experience, Skills and Behaviours**

### Required work experience, skills and behaviours

1. Excellent organisational skills and a track record of working in a busy administrative role
2. An ability to work independently and on your own initiative
3. An organised approach with an ability to plan effectively
4. Competence in the use of Microsoft Office software including Excel and Access
5. An ability to quickly learn new processes and procedures
6. A strong team player who can work with colleagues across the organisation

### Preferred work experience, skills and behaviours

1. Good knowledge of UK school systems and school curricula
2. Good communication skills – both verbal and written
3. An interest in STEM Subjects and the communication of science and technology
4. Demonstrate the Trust's values with a high level of commitment to the organisation