# Job Description

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| **Job Title:** | Casual Staff – Science Oxford Centre |
| **Salary:** | £8.00 to £10.21p/h |
| **Responsible to: Responsible for:** | Science Oxford Centre Operations Manager  N/A |
| **Working arrangements:** | Casual hours on Saturdays and weekdays during school holidays |
| **Location:** | Science Oxford Centre – Stansfeld Park |

**Background information**

* **The Oxford Trust***,* established in 1985, is a charity with the mission to inspire young people in science. The public know us as **Science Oxford** and we work with schools and families.
* Our work is based at **Stansfeld Park** in Headington. Stansfeld Park is home to the Wood Centre for Innovation and the **Science Oxford Centre**, which is a hands-on science and discovery centre for young children and families.
* The Science Oxford Centre has an exhibition space called the **Exploration Zone**, a classroom space for workshops, a theatre space for science shows and our ‘Science Dome’, and 15 acres of woodland, including ponds and grassland. We are open to primary schools during term time and to the public at weekends and in the holidays.

**Detailed Job Description**

* Supporting visitors to our Science Oxford Centre on Family Open Days (Saturdays and some weekday school holidays):
  + helping visitors to get the most from the hands-on exhibits in the Exploration Zone
  + supervising demonstrations or drop-in activities in our Live Lab space
  + supporting other events in the Centre or in the woodland
  + checking in visitors upon arrival to the Science Oxford Centre
  + scanning tickets, selling tickets, giving directions, and answering questions.
* Working with Club Leaders to assist with our Saturday Science Clubs and Creative Computing Clubs:
  + helping to set up and clean up after events
  + supporting club attendees with activities
  + helping to answer questions.
* Light cleaning is required by all staff to ensure a safe environment for staff and visitors. Our cleaning has increased since COVID-19 and includes:
  + wiping down and swapping out kits of equipment

sanitizing touch points in toilets, corridors, and lobbies as well as regular cleaning in the Exploration Zone during eventsFull PPE will be provided, and lateral flow testing is available to staff.

**General Management**

Like everyone else, casual staffmust **take responsibility for themselves in the workplace.** For example:

1. taking care of their personal health and safety by following safe systems of work, and reading and following the requirements of our health and safety policy and processes;
2. listening to other people and following instructions and not being afraid to ask questions in any situation where something is not clear;
3. giving full co-operation to colleagues requiring assistance in a prompt and helpful manner;
4. asking for help and guidance from their line manager when needed to ensure that the best support available can be given.

**Notes:**

* The post-holder will be required to have an enhanced DBS check, depending on the nature of the opportunities that they wish to participate in.

**Work experience, skills, knowledge & behaviours**

All the skills listed below are ***preferred*** not essential. Paid training will be provided and an individual with the right attitude and a willingness to learn is the most important aspect.

#### Preferred Work Experience

* Experience of working with children or delivering hands-on activities to children
* Experience of working with customers and understanding what is needed for excellent customer service

#### Preferred Skills and Knowledge

* Able to inspire young people about science and to share their enthusiasm for science with others
* Be friendly, approachable, courteous, and considerate with an ability to see things from someone else’s point of view
* Able to communicate clearly, concisely, and effectively with different age groups
* Able to work flexibly and to work independently as well as part of a team
* Qualifications (Level 2 or above) in STEM (science, technology, engineering and mathematics) subjects

***Preferred Behaviours***

* Have an enthusiasm for STEM (science, technology, engineering, and mathematics)
* Have the stamina needed to work in a busy environment, responding to different requests from visitors and colleagues politely and helpfully
* Be willing to attend training sessions and accept other support that helps to develop understanding of what we do and why we do it
* Be willing to learn how to support young people and other visitors in the best possible way
* Be reliable and organised and committed to informing colleagues of any unexpected absence in a timely fashion