

Job Description

Job Title:	Casual Staff for the Science Oxford Centre
Salary:	£13.16/hour (Oxford Living Wage)
Responsible to:	Head of Science Oxford Centre
Working arrangements:	Casual hours on Saturday (approx. 9.30am to 5.30pm)
Location:	Science Oxford Centre , Wood Centre for Innovation, Quarry Road, Oxford OX3 8SB

JOB DESCRIPTION

- Supporting visitors to our Science Oxford Centre on Family Days (Saturdays and some weekday school holidays):
 - helping visitors to get the most from the hands-on exhibits in the Exploration Zone and at the outdoor Water Lab.
 - 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, and assisting with queries
- Working with Club Leaders to assist with our Saturday Science Clubs, Creative Computing Clubs and Nature Labs:
 - helping to set up and clean up after events
 - supporting club attendees with activities
 - checking-in guests, giving directions, and answering questions
- Light cleaning is required to ensure a safe and enjoyable environment for all staff and visitors, which may include:
 - wiping down exhibits and pieces of equipment
 - sanitising touch points in toilets, corridors, and lobbies
 - occasional spot-cleaning and toilet checks during events

GENERAL MANAGEMENT

As for all staff, Casual Staff must take responsibility for their own personal management in the workspace. This includes:

- 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.

- listening to other people, following instructions and not being afraid to ask questions in any situation where something is not clear.
- giving full co-operation to colleagues requiring assistance in a prompt and helpful manner
- asking for help and guidance from their line manager when needed to ensure that the best support available can be given.

WORK EXPERIENCE, SKILLS & KNOWLEDGE

Paid training will be provided. An individual with the right attitude and a willingness to learn is the most important aspect.

Work Experience

Desirable

- 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

Skills, Knowledge and Behaviours

Essential

- An enthusiasm for STEM (science, technology, engineering, and mathematics), and a wish to share this enthusiasm with others, to inspire young people about STEM.
- Be friendly, approachable, courteous, and considerate, with an ability to see things from someone else's point of view.
- Be reliable, organised and committed to informing colleagues of any unexpected absence in a timely fashion

Desirable

- Able to communicate clearly, concisely, and effectively with different age groups.
- To have the stamina needed to work in a busy environment, responding to different requests from visitors and colleagues.
- Able to work independently as well as part of a team.
- Level 2 or above in STEM subject(s) (or other equivalent experience)

Note: The post-holder will be required to have an enhanced DBS check.

BACKGROUND INFORMATION

- The Oxford Trust, established in 1985, is a charity with the mission encourage the pursuit of science. The public know us as Science Oxford and we work with schools and families.
- Our work is based at the Wood Centre for Innovation site in Headington. It is home to the Trust's main innovation centre for start-up and growing technology companies 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 clubs and 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.

HOW TO APPLY

To apply, please email a CV (with an optional covering letter explaining your suitability for the role) to jobs@theoxfordtrust.co.uk.

Application deadline: 5pm 30th March 2025

Interview dates: 7th, 8th, 10th April (4-6pm) and 9th April (10am-6pm)

Start date: 1st May 2025