



Job Description

Job Title:	Casual Staff – Science Oxford Centre
Salary:	The Oxford Living Wage – currently £13.16/hour
Responsible to:	Head of Science Oxford Centre
Responsible for:	N/A
Working arrangements:	Casual hours on Saturdays (approx. 9:30am-5:30pm), plus optional shifts available occasionally.
Location:	Science Oxford Centre, Quarry Road, Headington, Oxford OX3 8SB



Detailed Job Description

Casual staff play a key role in:

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



General Management

Like everyone, casual staff must **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, 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.

Work Experience, Skills, Knowledge & Behaviours

Paid training will be provided. The right attitude and a willingness to learn are the most important aspects.

Person specification:	Essential	Desirable
Skills, knowledge and behaviour		
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.	√	
Able to commit to work on at least 1-2x Saturdays per month.	√	
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)		√
Experience of:		
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		√

Background information

- The Oxford Trust, established in 1985, is a charity with the mission encourage the pursuit of science. We do this by running programmes across three areas – innovation (supporting early-stage science and tech start-ups), education (inspiring young people about science) and engagement (engaging families with young children with science). Science Oxford is our education and engagement brand. The innovation programme is operated under the Trust’s parent brand.
- Our work is based at the Wood Centre for Innovation site in Headington. It is home 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.

Note:

The Oxford Trust is fully committed to safeguarding and protecting the welfare of all children and young people, including through our safer recruitment procedures. The post-holder will be required to have an enhanced DBS check. We welcome applications from ages 16+.

How to apply

To apply, please email a CV and covering letter to jobs@theoxfordtrust.co.uk.

Please contact Emily Brooker-Fisk emily.fisk@scienceoxford.com, if you would like to discuss the role prior to applying.

Applications close: Sunday 11th January 2026 at 9pm

Interview date: Saturday 31st January 2026 (between 10am-4pm)

Training/first shifts: Saturday 14th February 2026 (approx. 10am-2pm)