Job Description	Education Assistant
Responsible to	Education Manager
Responsible for	Science Centre / Outreach Teaching
Date created	July 2023

Key Tasks

1. To work with the Education Manager to help develop, deliver, and promote Catalyst's educational activities.

2. To help research, develop and deliver with the support of the Education Manager, educational programmes and resource materials in line with agreed policies, procedures and standards.

3. As part of the Education team, to be responsible for providing and promoting high quality education services for all visitors including organised school visits, uniformed groups, and members of the public.

Specific Tasks

1. To help deliver a programme of education activities and resource materials ranging across early years to secondary schools.

2. To work with the Education Manager to enhance existing and develop new school and public workshop activities.

3. To organise the Education space, inclusive of but not limited to the setting up and setting down of education workshops and maintaining a clean and tidy working environment, conducive to learning.

4. To assist in the effective promotion of the Centre‘s education services.

5. To assist in the development of special events aimed at pupils, teachers and the general public.

6. To undertake administrative tasks related to education as required.

7. To undertake all other duties as will be assigned from time-to time.

Essential attributes:

- Enthusiasm for science and science communication
- Excellent communication skills to suit a variety of audiences
- Experience of working collaboratively as part of a team
- Ability to contribute to the writing of shows and workshops for school and public groups
- Ability to work flexibly to suit the needs of the business which may include some early starts, late finishes and weekends
- On appointment you will need to be eligible to pass an enhanced DBS check as you will be working with children

Desirable

- Experience of delivering information and/or leading workshops or other activities
- Experience of development of science activities for the general public/school groups

Key Contacts for this role include:

Education Manager, Weekend Presenter, Catalyst volunteers