



## Welcome

Dear Applicant

Thank you for your enquiry regarding the position of Education Assistant with Field Studies Council at Juniper Hall. Please find enclosed the following information:

1. Job Description, summary of main terms and conditions for the post and Person Specification.
2. Information about Field Studies Council (FSC) and Juniper Hall. (*Please also visit: [www.field-studies-council.org](http://www.field-studies-council.org)*)

If you wish to apply for the position please follow this procedure carefully:

1. Download and complete the Application Form for Education Posts as fully as possible
2. Write a short Covering Letter explaining why you are applying for the position and how your skills and experience match the requirements of the role
3. Completed forms should be returned for the attention of: Emma Peasland.
  - a. Applications may be posted to: Juniper Hall Field Centre, Dorking, Surrey, RH5 6DA
  - b. Emailed to: [emma.jh@field-studies-council.org](mailto:emma.jh@field-studies-council.org)

The closing date for completed applications is midday on 6<sup>th</sup> July 2009.

Interviews will be held at Juniper Hall on 21<sup>st</sup> July 2009.

As a charity, we endeavour to keep our administrative costs to a minimum and therefore you will only be contacted if we wish to progress your application. If you have not heard from us within four weeks of the closing date, you should assume that your application has been unsuccessful on this occasion, however, if this is the case, we sincerely thank you for your interest in our organisation.

If you have any queries regarding this vacancy please call 0845 458 3507. We look forward to receiving your application in due course.

Emma Peasland  
*Senior Teaching Officer*

# JOB DESCRIPTION



**Job Title:** Education Assistant

**Based at:** FSC Juniper Hall

**Reports to:** The Senior Tutor (and the Senior Teaching Officer)  
This post holds no line management responsibility

## **Overall Job purpose:**

The post primarily involves supporting the teaching staff in the delivery of field courses, including the delivery of outdoor and environmental activities along with a range of other residential and domestic duties essential to the smooth running of the Centre. The post holder is expected to either be undertaking or to have recently completed a degree in a relevant environmental, geographical or natural science subject. The post holder must be enthusiastic about the environment and keen to see that people are taught to understand and respect it better. The post will ideally suit individuals who show initiative and can assist in spotting and prioritising jobs amongst the many and various tasks to be carried out.

## **Key Responsibilities:**

- **Supporting Teaching Staff in Course Delivery:** One of your key tasks will be to provide support to the teaching staff. You will be responsible for maintaining and issuing field equipment and for keeping the equipment stores and the labs clean and safe. At busy times you may accompany tutors on field trips to assist the students in their work and to help tutors collate class data; you may be asked to demonstrate techniques and assist with fieldwork (especially students' individual investigations).
- **Weather:** You will be responsible for our Met Office climatological station. Daily weather recordings are taken at 0900 hrs GMT and entered onto monthly weather return spreadsheets. You will also need to maintain the Met station.
- **EcoCentre:** We are a recognised EcoCentre, and you will assist in various green initiatives. You may be involved in operating and manage the recycling systems. You may also assist in conservation and maintenance tasks in the Centre grounds
- **Centre Shop:** You will be involved in running the centre shop - ordering stock, carrying out stock takes and maintaining displays.
- **Maintaining Equipment:** Issuing and maintaining waterproofs. Maintaining field equipment and keeping the equipment store clean and safe. Checking and replenishing first aid kits around the centre. Carrying out minibus checks etc.
- Re-shelving and checking library stock
- Ensure a happy, productive working environment that integrates well with other staff at the Centre

- Attend other FSC centres and training events when required in order to share best practice and improve team and Centre performance
- Taking an active role in the Centre duty system
- Contributing positively to the environmental performance of the Centre
- Ensuring the highest standards of quality are achieved in all duties carried out
- Working closely with other Centre staff with regard to ensuring that appropriate levels of service are maintained during absences and periods of high workload
- Fulfilling your obligations under FSC's Behaviour Partnership
- Any other duties that may be reasonably be required by the Head of Centre to ensure the smooth and efficient running of the Centre

## PERSON SPECIFICATION

<b>Post Title: Education Assistant</b>	<b>Centre / Unit: Juniper Hall</b>
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ESSENTIAL/DESIRABLE FACTORS FOR THE POST			How is this identified?
<b>1. EDUCATION / QUALIFICATIONS</b>			
Degree in a relevant subject eg. ecology, geography, environmental studies or other outdoor related field.	E	D	Application Form/Interview
First Aid at Work Certificate		✓	Application Form/Interview
<b>2. EXPERIENCE, KNOWLEDGE, SKILLS &amp; ABILITIES</b>			
Some previous experience of working with young people in the outdoors e.g outdoor activity based or environmental education/fieldwork		✓	Application Form /Interview
Experience and / or a flair for working with groups in an informal setting		✓	Application Form /Interview
<b>3. PERSONAL QUALITIES</b>			
Trustworthy and reliable	✓		Application Form/Interview
Ability to work as a competent and effective team member	✓		Application Form/Interview
Enthusiasm for the outdoors and helping young people enjoy their natural surroundings	✓		Application Form/Interview
Personally committed to environmentally sustainable practices	✓		Application Form/Interview
Good interpersonal skills	✓		Application Form/Interview
Flexible approach to work – willing to assist in sharing the varying duties within a busy centre	✓		Application Form/Interview
<b>4. COMMUNICATION SKILLS</b>			
Good communication skills	✓		Application Form /Interview
ICT skills	✓		Application Form/Interview
<b>5. OTHER CIRCUMSTANCES</b>			
Full Driving Licence		✓	Application Form
Minibus driving experience /certification		✓	Application Form

Date : June 2009

# Summary of Main Terms and Conditions

## **Contract Term:**

This is a permanent position.

## **Remuneration:**

Salary will be £8,236 per annum including accommodation and meals or a non-resident salary of £9,668 per annum. The Scale is reviewed annually in line with inflation or as recommended by the FSC Joint Staff Committee.

## **Hours of work:**

An average of 32 hours per week, worked in a pattern of 8 days of work followed by 6 days off. Evening and weekend activities and duties form an integral part of the post.

## **Annual and Bank Holidays:**

The holiday year runs from 1 January to 31 December each year. You will accrue an entitlement to paid annual holidays equivalent to 5.6 working weeks during a complete holiday year. This entitlement includes the Public/Bank holidays or substitute days (as defined in FSC's Employee Handbook) when they fall on a contractual or scheduled day of work. Part time workers will receive a pro-rata of the entitlement. For anyone who joins part way through the year they will receive a pro-rata entitlement of the 28 days.

In addition to the above, we recognise and reward staff loyalty by awarding additional paid leave days, based on length of service, up to a maximum cumulative total of 5 additional days paid leave (pro rata for part time).

## **Pension:**

The postholder will be eligible to join the FSC Group Personal Pension Plan with Friends Provident.

## **Probationary Period:**

This post has a 3 month probationary period, during which your suitability for the post will be assessed.

## **Post Classification:**

Category A (as defined in the FSC Code of Conduct)

## **Level of CRB Disclosure Required:**

Enhanced

**Date of issue:** June 2009

# The Field Studies Council

## BACKGROUND INFORMATION

For nearly 60 years the Field Studies Council (FSC) has been providing fieldwork and first-hand learning in the outdoors to people of all ages. We aim not only to provide an interesting and enjoyable means of learning a specific subject but to pass on a deeper understanding of the environment and our place in it.

We provide both residential and non-residential field courses from our network of 17 Field Centres, located throughout the United Kingdom. Each Head of Centre is responsible for the operation and performance of the Unit and its teaching, administrative and domestic staff.

FSC's main area of activity is working with schools, providing Geography, Biology, Environmental Science and other courses to complement all stages of the Curriculum; Key stages 1/2/3 to GCSE and A level. The FSC also provides a wide range of special interest courses for adults ranging from painting and photography to the study of habitats and taxonomic groups, professional training courses for teachers and those involved in the environment, University courses, family activity holidays and 'Eco-Adventures' (a mix of environmental and outdoor adventurous activities) are also offered.

In addition to our Centres, FSC runs a busy publishing unit which produces a variety of complementary books and keys. FSC also works with organisations and groups worldwide.

The FSC has an aspiration to work with a variety of partners to assist the charity in delivering its mission: the 'All' of the mission covers geographical spread, varying modes of delivery and specific client groups.

For further information visit our website [www.field-studies-council.org](http://www.field-studies-council.org)

## FSC JUNIPER HALL

Set in an area of outstanding geological, geographical and biological interest, the Centre offers a wide range of high quality habitats including unimproved chalk grassland, coppiced woodlands, heathland and high quality freshwater sites nearby. For geographers there is plenty of scope for investigations into human impact on the natural environment, downstream changes in rivers as well as coastal processes. Given our location close to the nation's capital there are plenty of issues related to the rural-urban fringe to be investigated. Juniper Hall welcomes over 6500 visitors a year from all ages of the curriculum and adult and professional courses, undertaking both residential courses and also non-residential courses.



Accommodation for the guests is spread between Juniper Hall itself and Cedars, which is a more recent addition. The centre can accommodate up to 100 people in a mixture of twin rooms and dormitories. Juniper Hall also contains recreational space for the guests and some resident staff rooms.

There are 24 staff at the centre, seven of whom are on the education team, four administration staff, eight in the catering team and five housekeeping and maintenance staff. All of the education team and most of the catering staff are resident on site.

The old coach house building is home to the education team offices and two of the teaching rooms. There are five teaching rooms in total, four of which have computer networks used by students for collating data and research. Other facilities include a library, a small centre shop and a bar which is opened for adult guests.

Juniper Hall lies halfway between the towns of Dorking and Leatherhead and being just 10 minutes from the M25 J9 has good transport links with London and the South East. Box Hill and Westhumble station is one mile away and has regular trains to London. There is a bus stop outside the centre with buses to Dorking and Kingston.

