

# The Gatton Trust

## Education Officer Job Description

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**Job Title:** Education Officer

**Contract type:** Permanent

**Reporting to:** Chief Executive

**Accountable for:** Gatton Trust Volunteers

### **The Role**

The job involves running school visits to Gatton Park from external schools including planning and developing activities, delivering activities and evaluating. You will be involved in planning and delivering school holiday activities for children. You will be involved in running activities for pre-school children and their parents, which could include Forest School. You will supervise volunteers and support other activities of the education team.

### **Key Responsibilities**

#### ***School Group Visits***

- Plan, prepare and deliver education visits for school groups. These are currently mainly Primary and Early Years visits.
- Maintain the high standards of teaching and learning and positive feedback received from our visiting school groups.

#### ***Holiday Activities***

Plan, prepare and deliver holiday activities for children of all ages and for families.

#### ***Volunteer Management***

- In conjunction with other staff, manage the Education team volunteers to benefit our work and support their needs.
- Liaise and establish good active working relationships with Royal Alexandra and Albert School staff.

#### ***Development, Planning and Marketing***

- Work with the Gatton Trust Staff to develop new school programmes, activities, events and projects to maximise the benefit to the local community.
- Assist with the marketing of activities to school and the general public.

***Health and Safety***

- Take reasonable care for the health and safety of yourself and of others.
- Ensure all aspects of Health and Safety are carried out to national regulations and standards and that Gatton Trust policies on Health and Safety are fully implemented in order to ensure the safety of the visitors, staff and volunteers.
- Write and implement risk assessments.

***General & Administration***

- Assist in all aspects of running a busy education centre.
- The employee is expected to work at weekends or in the evenings as necessary for events and other activities.
- Be accountable for own development through the Performance and Development Review (appraisal) process seeking out opportunities to learn new skills. Undertake training courses, workshops etc as and when required.
- Ensure all cash handling is carried out in a safe and efficient manner using correct procedures.

In addition, all employees are expected to work within the terms of their contract of employment and adhere to Gatton Trust policies and the Required Ways of Working.

***Dimensions of the Role******Gatton Park Internal Contacts***

- Chief Executive, Part-time Education Assistant, Park Warden, Events and Marketing Officer, Trustees, Volunteer Coordinator, Volunteers.

***External Contacts***

- Teachers, Visitors – school groups and parents, volunteer groups, and local societies.

***Other***

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality, reporting all concerns to an appropriate person.
- To contribute to the overall ethos and aims of the School.
- The postholder will demonstrate a commitment to maintaining confidentiality, promoting the ethos of the school and upholding the key values of Ambition, Courage, Integrity and Respect in all aspects of the role. These are the foundation upon which (a) we conduct our work and (b) conduct ourselves both internally and externally with stakeholders. All employees are expected to demonstrate these values in their interactions with others and through their day-to-day responsibilities.

## Person Specification:

Criteria	Essential	Desirable
Qualifications		<ul style="list-style-type: none"><li>• HSE approved first aid qualification</li><li>• Forest School Leader Level 3</li></ul>
Experience, knowledge and skills	<ul style="list-style-type: none"><li>• Experience of leading educational activities, ideally as a teacher</li><li>• Experience of working alongside a range of people of all ages and abilities</li><li>• The ability to enthuse children and young people about the outdoors</li><li>• Excellent interpersonal and customer care skills</li><li>• Strong IT and admin skills</li><li>• A good organiser</li><li>• Risk assessment</li><li>• Ability to work on your own or as part of a team</li><li>• Interest and knowledge of the environment and British wildlife and heritage</li><li>• An understanding of the importance of safeguarding</li><li>• Knowledge of the National Curriculum</li><li>• Knowledge and interest in gardening and landscape</li></ul>	<ul style="list-style-type: none"><li>• Experience of environmental education</li><li>• Volunteer management</li><li>• Experience of running forest school sessions</li></ul>

The Gatton Trust is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post if successful, including an Enhanced DBS check. Staff must be aware of and comply with policies and procedures relating to child protection, health and safety regulations, security and confidentiality, reporting all concerns as appropriate. This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020.