



South Tyneside Council

CHILDREN, ADULTS AND HEALTH

JOB DESCRIPTION

POST TITLE: Outdoor Education Centre Assistant, Thurston Outdoor Education Centre

GRADE: Band 3

RESPONSIBLE TO: Head of Centre, (Thurston Outdoor Education Centre)

RESPONSIBLE FOR: Contributing to the effective running of the centre by undertaking various household duties and assisting in the delivery of first class outdoor educational activities.

Overall Objectives of the Post:

To contribute to the effective running of the centre by undertaking various household duties and assisting in the delivery of first class outdoor educational activities. This will be achieved by alternating duties on a weekly basis.

Key Tasks of the Post:

- 1. *You will contribute to the efficient and effective running of Thurston OEC. You will:***
 - Assist the housekeepers with cleaning and laundering.
 - Assist the Cook/Caterers with general kitchen duties.
 - Assist all staff in the maintenance of equipment.
- 2. *You will assist and contribute to the delivery of first class Outdoor Educational Activities at Thurston OEC. You will:***
 - Assist Outdoor Education Instructors in the effective delivery of Outdoor Educational Activities.
 - Attend internal and external Training and Assessment Courses as agreed with Head of Centre.
 - Proactively work towards gaining skills, experience and qualifications in Outdoor Education.
- 3. *You will be an effective team member. You will:***
 - Ensure you maintain and cultivate excellent working relationships and customer satisfaction with key related partners and clients, such as; schools, youth and community organisations and health.
 - Attend industry-related events and training to maintain up-to-date knowledge.

South Tyneside Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Successful applicants will be required to obtain an Enhanced Certificate of Disclosure from the Disclosure and Barring Service.

All employees have a responsibility to undertake training and development as required. They also have a responsibility to assist, where appropriate and necessary, with the training and development of fellow employees.

You will be expected to attend staff training and staff meetings on a regular basis. Some of these meetings will be outside of normal office hours.

You will be expected to work flexibly to meet the needs of the service. This will on occasions include working on an evening and weekend basis.

All employees have a responsibility of care for their own and others health and safety.

The above list is not exhaustive and other duties may be attached to the post from time to time. Variation may also occur to the duties and responsibilities without changing the general character of the post.

Reference: AD/CL

Date: 4.09.20