



## **Job Description**

### **Seasonal Assistant**

**Hours:** Full-time 8.30am – 4.30pm (7.5 hours a day/37.5 hours per week) for a maximum of 3 months, May, June and July 2024

(possibility of flexibility with regards part-time working, start and finish dates)

**Location:** Hill End Outdoor Education Centre, Oxford

**Reports to:** Site and Operations Manager

**Salary:** £12.00/hour

**Job Type:** three-month, fixed-term

#### **Introduction**

The Hill End Outdoor Education Centre has been providing unique outdoor learning experiences to children and adults for 100 years. The Centre is located in 67 acres of beautiful woodland and meadow just 3 miles West of Oxford, and operates a busy programme of residential and non-residential visits throughout the year to schools and organised groups. These include quality outdoor educational sessions for all ages, self-catering residential buildings, meeting and classroom spaces, camping, teacher and adult training, alternative education provision, volunteering opportunities and family events.

The Centre is run by an independent charitable trust who wish to employ a seasonal assistant to help with a variety of practical tasks during our busiest time of year. The ideal candidate will be enthusiastic, flexible, friendly and helpful. We are ideally looking for someone to who can work from the start of May to the end of July but some flexibility may be possible. We will also consider part-time hours.

This is a fantastic opportunity to get outdoors this summer and gain work experience in stunning natural surroundings where every day is different!

#### **Principal Duties**

- Hospitality – assisting the team with a wide variety of tasks to assist our school groups and other visitors. These may include helping move luggage, making beds, assisting with customer requests or requirements that may arise.
- Cleaning - this may include cleaning dormitories, meeting rooms, classrooms, toilets, shower rooms and tents. Emptying bins, dusting, vacuuming, cleaning walls, floors and other similar duties.
- Assisting Hill End staff and volunteers with general repairs and maintenance, outdoor land management and conservation tasks as required.



- Lifting, moving and setting up furniture, tents and equipment in line with health and safety procedures.
- Miscellaneous duties of a practical nature as circumstances demand, or at the reasonable request of the Site and Operations Manager.
- Adhering to all safe working practices in line with Hill End policies and the induction training provided.

### **Knowledge, experience, skills and personal attributes required**

Hill End Outdoor Education Centre has a small, dedicated staff who are all committed to the aims of the charity. The successful applicant will share the values and enthusiasm of the team and be prepared to join-in wholeheartedly with making the Centre a success. They will enjoy working with young people in an outdoors environment. They will be willing to work with the volunteers and trainees who assist with many tasks across the site.

The successful applicant must have:

- Basic numeracy and literacy skills to complete checklists, receive written and verbal instructions and follow Health & Safety information.
- A satisfactory Disclosure and Barring Service (DBS) check.
- Ability to complete manual handling tasks.
- Awareness of their responsibility to protect the safety and promote the welfare of young people visiting the Centre.

It would be an advantage to an applicant to have:

- Previous experience working in a similar role
- Basic handyperson skills.
- Ability to work flexibly within a small close-knit team.
- A current driving licence

### **Application Procedure**

To satisfy the requirements for safer recruitment, we need to ask for a full employment record. Details of any gaps between jobs or between finishing education and employment must be provided. Please apply by submitting the following:

- A CV including employment history and full contact details of at least two referees.
- A cover letter explaining why you would like to take up this role

The closing date for applications is **5pm Friday 12 April 2024**.

Interviews will take place on **Tuesday 16 April** at Hill End. Video calls can be arranged if necessary.

Please contact us (at [lucy.crittenden@hill-end.org](mailto:lucy.crittenden@hill-end.org)) if you have any queries.



*Hill End is committed to safeguarding children and young people. All post holders in regulated activity are subject to appropriate vetting procedures and a satisfactory Disclosure and Barring Service (DBS) check.*

Hill End seeks to embed its key values in the recruitment of new team members - **to be passionate about all people's learning and development of skills. To ensure that everyone is respected and valued, and can feel safe and secure. To acknowledge achievements and celebrate success.**

You can read more about Hill End on our website, and access key documents such as our Safeguarding Policy and our Equalities and Diversity Policy and Commitment.

[www.hill-end.org](http://www.hill-end.org)