



## Welcome

Dear Applicant

Thank you for your enquiry regarding the position of temporary Education Assistant with the Field Studies Council Epping Forest. Please find enclosed the following information:

1. Job Description, Person Specification and summary of main terms and conditions for the post.
2. Information about the FSC. (*Please also visit: [www.field-studies-council.org](http://www.field-studies-council.org)*)
3. The FSC Application Form and guidance notes.

Completed forms should be returned to Epping Forest Field Centre, High Beach, Loughton, Essex, IG10 4AF for the attention of Hannah Rose. If you require an acknowledgement of receipt of your application, please enclose a stamped, addressed envelope. Alternatively you can email your application to [hannahrose.ef@field-studies-council.org](mailto:hannahrose.ef@field-studies-council.org).

The closing date for receipt of your completed application form is noon on 11<sup>th</sup> March 2010. Interviews are scheduled to take place at Epping Forest Field Centre week commencing 15<sup>th</sup> March 2010. The post will begin at the earliest opportunity.

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 and encourage you to apply for any future posts that may be advertised.

We look forward to receiving your application in due course.

Hannah Rose  
**Tutor**

# JOB DESCRIPTION



**Job Title:** Education Assistant

**Based at:** FSC Epping Forest

**Reports to:** Head of Centre  
This post holds no line management responsibility

## Overall Job purpose:

This post is ideally suited to an individual who is looking to gain experience in the outdoor environmental education sector. Post holders will be encouraged to train to become Activity Leaders at this Centre and develop skills in this area.

## Key Responsibilities:

- Support the work of other staff in the delivery and development of the centres business plan
- Establish a very good working relationship with visiting staff & colleagues and demonstrate enthusiasm and a positive attitude to challenges
- Assisting tutorial staff both in the classroom and 'out in the field'
- Assisting in the set up of equipment / classrooms
- Preparing / repairing course resources and equipment
- Set and agree with the Head of Centre specific work objectives and report on the achievement/ non-achievement of these. This includes the identification and evaluation of personal training and development needs
- Undertake security responsibilities and duties (locking up and alarm setting)
- Photocopying, word processing, taking bookings, data processing
- Arranging meetings, liaising with clients, welcoming visitors and supplying light refreshments
- Telephone answering and reception duties
- Prepare written reports as necessary
- Attend meetings as necessary
- 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
- 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

Post Title: Education Assistant		Centre / Unit: Epping Forest	
ESSENTIAL/DESIRABLE FACTORS FOR THE POST			How is this identified?
1. EDUCATION / QUALIFICATIONS	E	D	
Degree in a relevant subject eg. ecology, geography, environmental studies or other outdoor related field.		✓	Application Form/Interview
First Aid at Work Certificate		✓	Application Form/Interview
2. EXPERIENCE, KNOWLEDGE, SKILLS & ABILITIES			
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
3. PERSONAL QUALITIES			
Trustworthy and reliable	✓		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
4. COMMUNICATION SKILLS			
Good communication skills	✓		Application Form /Interview
ICT skills	✓		Application Form/Interview
5. OTHER CIRCUMSTANCES			
Full Driving Licence		✓	Application Form
Minibus driving experience /certification		✓	Application Form

## Summary of Main Terms and Conditions

**Contract Term:**

This is fixed-term appointment until 31 July 2010 in the first instance.

**Remuneration:**

This post is offered on a non-resident basis. Salary will be £12,085 per annum. The Scale is reviewed annually in line with inflation or as recommended by the FSC Joint Staff Committee.

**Hours of work:**

40 hours per week, exact work pattern to be discussed at interview.

**Annual & 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.

**Pension:**

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

**Sickness:**

After a qualifying period and subject to compliance with organisational procedures, the post-holder will be paid their full rate of pay for up to one week in a twelve month period, dependent upon length of service. (Such payment to include SSP or any Social Security Sickness Benefit).

**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:**

February 2010

## The Field Studies Council

The Field Studies Council is an independent environmental education charity committed to helping people, discover, explore, understand and be inspired by the natural world. Its network of centres provides day and residential courses for all ages from young children to retired adults from schools and communities throughout the UK. It also reaches many others through its publications and community-based programmes.

### FSC EPPING FOREST

Epping Forest Field Centre is situated in the heart of Epping Forest. A Site of Special Scientific Interest (SSSI), Epping Forest is nationally important for its wildlife. The forest is on the border of Greater London and has excellent transport links (Central Line for Underground Services into London and close to the M25 and M11). The Centre is managed by the Field Studies Council team of 10 staff, on behalf of the City of London Corporation, and was established to commemorate the European Year of Conservation in 1970.



What does Epping Forest Field Centre do?

The Centre specialises in connecting people of all ages with the natural environment by providing safe and enjoyable learning experiences in Epping Forest and the surrounding area. Through first hand investigations and discovery, the Centre aims to realise the FSC's mission to bring environmental understanding to all. It is a non residential centre that provides courses for learners of all ages, from toddlers to pensioners.



The Centre has nine teaching staff and six teaching rooms, and was awarded Eco-centre status in 2001 and again in 2004. The quality of staff development is recognised by the Investors in People Award accreditation gained in 1998 and renewed in 2003 & 2009. The work of the Centre was featured in the summer 2007 *Teach* magazine as a model of best national practise. In February 2009, the Centre was among the first Centres in the UK to be awarded the LoTC (Learning Outside the Classroom) Quality Badge developed by The Department for Children, Schools and Families (DCSF) with the Council for Learning Outside the Classroom. The centre's work has been described by Chris Warne (former Senior Ofsted Inspector) as 'outstanding'.

In addition to its main work, providing fieldwork for schools groups, the Centre offers Eco activities (which include family courses, 'drop in' days and holiday activities for children), Leisure Learning courses for adults and a range of community and outreach activities in association with many partners.

# APPLICATION FORM



**POST APPLIED FOR:** \_\_\_\_\_

Surname: _____	First Name(s): _____
Title: _____	National Insurance No: _____
Contact Address: _____	
_____	
_____ Postcode: _____	
Telephone: Day: _____	Evening: _____
Mobile: _____	Email: _____

## EMPLOYMENT HISTORY

Provide details here of your employment history starting with your current or most recent employer. You can include any voluntary or unpaid work that you may have done, that is relevant to the role you are applying for.

Employer's Name & Address	Job Title / Brief description of duties	FT/PT	Dates From-To		Reason for leaving

(Continue on a separate sheet if necessary)

## EDUCATION, QUALIFICATIONS & TRAINING

Please state here any job relevant qualifications and training, dates and attainment level.

Qualification / Training	Dates From-To		Grade/Level achieved

(Continue on a separate sheet if necessary)

## ADDITIONAL INFORMATION

Please refer to the Person Specification, Job Description and Guidance Notes for Applicants when completing this section and ensure you include examples of **HOW** you have demonstrated skills, knowledge and experience in meeting the requirements of the post.

(Continue on a separate sheet if necessary – maximum of two pages)

## OTHER DETAILS

Period of notice required to terminate your current employment?			
Where did you see this vacancy? (If on the Internet, please state which website)			
Do you need a work permit to work in the UK?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Do you hold a full, valid Driving Licence?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you previously worked for the FSC?	Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes, please give details	
If offered this position, would you continue to work in any other capacity?	Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes, please give details	

## EQUAL OPPORTUNITIES

FSC is an Equal Opportunities Employer and will not discriminate on grounds of past medical condition, disability or criminal record. However, certain positions (e.g. Field Tutor) do require a certain level of mobility and fitness in order to ensure the safety of our customers. Additionally **ALL** FSC posts are regulated by the Protection of Children Act. As a result, FSC is registered with the Criminal Records Bureau (CRB) and requires **ALL** new staff to undergo a CRB Disclosure check (see below).

Do you have a criminal record (including any spent convictions)?	Yes <input type="checkbox"/> No <input type="checkbox"/>	If Yes, are they offences which are permissible under the FSC Code of Practice?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Please give details of any persistent illness or disability			
What adjustments (if any) need to be made to the working environment to accommodate your disability?			
Please give details of any illness/condition within the last two years which has incurred more than five consecutive days of absence from Work / College			

## REFERENCES

Please give names, addresses and contact numbers of two people, from whom we may obtain work experience and character references, of which one must be your current or most recent employer. However, if this is your first job you should provide details of two educational referees, one of whom must be from the educational establishment at which you are currently studying or last studied. The names and addresses of friends or relatives are not acceptable for this purpose. FSC may wish to obtain references prior to interview, if you would prefer that we did not approach your current employer, please indicate this below.

Referee One		Referee Two	
Name		Name	
Job Title		Job Title	
Address		Address	
Telephone		Telephone	
E-mail		E-mail	
In what capacity does your referee know you?		In what capacity does your referee know you?	
May we take up a reference from your current employer prior to the Interview? Yes <input type="checkbox"/> No <input type="checkbox"/>			

## DATA PROTECTION NOTIFICATION

The information you have provided in completing this application form will be used to process your application for employment. The Company will keep the information you have supplied confidential and will not divulge it to third parties, except where required by law, or where we have retained the services of a third party representative to act on your/our behalf. If you are not appointed your information will be held securely, in accordance with FSC Policy on the Retention of Recruitment & Selection documentation, for a maximum period of six months.

## DECLARATION

I have read and understood the above Data Protection notification and agree to the use of my personal data in accordance with the Data Protection Act 1998. I confirm that to the best of my knowledge the information given is true and correct and that any false or misleading information will give my employer the right to terminate any employment contract offered. I understand that if shortlisted I may be required to complete a confidential declaration of any criminal convictions, cautions, reprimands, final warnings and any other information that may have a bearing on my suitability for the post. I also confirm that I am legally entitled to work in the United Kingdom and if interviewed will produce such documents as may be requested in evidence.

Signed: \_\_\_\_\_

Dated: \_\_\_\_\_

## **GUIDANCE NOTES FOR APPLICANTS**

Short-listing decisions will be made using the application form and this is your only opportunity to tell us about yourself, therefore, it is essential that you complete the form as fully as possible and enclose a covering letter demonstrating why you feel your skills and abilities make you suitable for this position.

Please note that a **Curriculum Vitae will only be accepted**, when accompanied by a fully completed application form. If you require this application form in a different format e.g. electronic, large print, etc, please contact the Human Resources Department on 01743 852117.

### **General points to be aware of and to remember:**

- Please use the information provided in the job description/person specification to assess your suitability for the job.
- You will need to demonstrate that you have the skills, knowledge and experience necessary to do the job. It will not be sufficient to simply state that you fulfil certain criteria. Therefore, please provide supporting evidence, giving specific examples of how you meet the requirements of the post:

e.g. If the post requires supervisory experience it will not be enough to say that you have supervised staff without giving information as to what was involved and your specific responsibilities such as monitoring work performance, training and development, etc.

- When providing evidence/examples please remember that unpaid work or studies and work at home can be just as relevant as paid work.

### **PROCESS**

After the closing date, all applications will be submitted to a short-listing panel.

- Short-listing is carefully undertaken by assessing the information provided on the application form and covering letter, against the requirements of the job.
- Interviews are normally conducted by a panel. This will usually include the immediate line manager of the post, a colleague who is familiar with the area of work and, where necessary, a third person, preferably from outside the department/team.
- It may be appropriate to use a selection test, relevant to the role, as part of the interview process. If you are short-listed, details of any test will be included in the letter inviting you to attend an interview.

### **OFFERS OF EMPLOYMENT**

All offers of employment are made subject to the following criteria:

- Proof of eligibility to work in the UK
- Proof of UK Residency
- Satisfactory Pre-employment Health Check, which involves the completion of a confidential medical questionnaire. A full medical examination may be necessary
- Satisfactory Criminal Records Bureau Check
- Satisfactory completion of a probationary period
- References that are considered satisfactory to the FSC

### **ELIGIBILITY TO WORK**

The Asylum and Immigration Act 1996 makes it a criminal offence to employ anyone who does not have permission to be in, or work in, the UK. We will therefore not appoint an individual until we have seen evidence that they are eligible to work in this Country.

### **PROTECTION OF CHILDREN ACT**

We take all practicable steps to safeguard the safety and welfare of children or vulnerable adults while they are in contact with the FSC and as such the activities of the FSC are regulated by the Protection of Children Act. All new employees are therefore required to undergo a Disclosure check with the Criminal Records Bureau (CRB), prior to appointment and at regular intervals during employment with the FSC, as defined in its Code of Conduct. The level of Disclosure will be as detailed in the Vacancy Pack for the post. The FSC Code of Conduct can be viewed at [www.field-studies-council.org/appointments](http://www.field-studies-council.org/appointments) or you can request a copy.

FSC will not discriminate unfairly against applicants who have a criminal record and will not necessarily bar an applicant from employment due to an unspent conviction; the nature of the conviction and its relevance to the post will be considered. A copy of the FSC's Policy Statement on the Recruitment of Ex-Offenders can be viewed at [www.field-studies-council.org/appointments](http://www.field-studies-council.org/appointments) or you can request a copy.