

Welcome to the Field Studies Council

Education Support Assistant with Field Studies Council Millport, Isle of Cumbrae, Scotland.

This is fixed term position for 12 months in the first instance.

Accommodation available (on a chargeable basis)

Imagine a job where you can use your environmental knowledge every day, helping to shape the minds of the new generation; a job where you work as part of a team in the great outdoors, inspiring others and developing passions for the future. Teaching with Field Studies Council gives you a role with both challenge and opportunity, and a chance to start young people on a journey of discovery that can last a lifetime. Field Studies Council are looking for people with a curiosity for the world around us, a passion for the natural history of the British Isles and an ability to enthuse and inspire others.

Included in this pack is the key information relating to our **Education Support Assistant** vacancy:

- Job Description and Person Specification
- Summary of the main terms and conditions for the post
- For information about Field Studies Council please visit www.field-studies-council.org

The closing date for receipt of your completed application is 11.59pm on 06/06/2025.

We reserve the right to close the vacancy early if we're in receipt of sufficient applications. Please apply early to avoid disappointment.

Interviews are scheduled to take place at Field Studies Council Millport in the week commencing 16/06/2025.

Shortlisted applicants will be contacted by email.

If you have any queries regarding this vacancy, please call Amy Hopley on 01475 531420

We look forward to receiving your application.

Elke Scheibler
Residential Centre Manager

Job Description

Job Title:	Education Support Assistant
Grade:	Team Member
Based at:	Field Studies Council Millport
Reports to:	Education Team Leader as part of the Education Team This post holds no line management responsibility.

Job purpose:

The post primarily involves the day-to-day management and maintenance of the technical, logistical, and administrative resources which support the work of the Education Team in the delivery of field courses and environmental activities, along with a range of other duties essential to the smooth running of the Learning Location. 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 best suit people who show initiative, can work independently, and contribute to the work of the Learning Location whilst prioritising a variety of tasks.

This is essentially an active role and will require the post holder to be able to undertake manual handling duties associated with the post, e.g., moving/carrying equipment.

Key Responsibilities:

- **Educational Resources / Equipment:** Ensuring the readiness and availability of fieldwork equipment, H&S resources, workroom apparatus, ICT hard and soft ware, library, microscopes, classroom and lesson resources.
- **Workspaces:** Ensuring equipment stores, workrooms and classrooms are ready, clean and safe for use.
- **Stock Control:** Day-to-day management and maintenance of stock levels (educational equipment and resources), ensuring compliance with COSHH and other H&S requirements/recording systems.
- **Education Support:** This could include accompanying teaching staff on field trips; assisting students in their work; demonstrating techniques; assisting with nature walks; helping to run environmental or problem solving games; aiding teaching staff in the collection of class data; or assisting independent groups by ensuring they have everything they need to run their own courses.
- **Environmental Recording:** Contributing to ongoing biodiversity survey work e.g. butterfly transects / resource monitoring.
- **Sustainability and conservation:** Contributing to various "green initiatives", such as recycling, gardening and maintenance tasks in the Learning Location grounds.
- **Learning Location Shop:** You will assist with running the shop, carrying out stock takes and maintaining displays.
- **Other Routine Tasks:** These could include showing in new arrivals; issuing and maintaining waterproofs and wellies; supervising the library; checking first aid kits and safety rucksacks; maintaining student amenities; and assisting with general maintenance around the learning location.
- You may occasionally be required to travel and work at other nearby locations in the Region/group.

General

- Complying with all relevant legislation / Field Studies Council Operating Codes of Practice (OCOPs) / Field Studies Council Health and Safety Handbook and Field Studies Council procedures
- Taking an active role in the learning location's duty system - this will involve staying on site on some evenings to deal with customer issues and, with the support of a Senior member of staff, respond to emergencies.
- Delivering a high standard of customer service and customer care

- Ensuring the highest standards of quality are achieved in all duties carried out
- Working closely with other staff to ensure that appropriate levels of service are maintained during absences and periods of high workload
- Maintaining professional standards at all times in accordance with Field Studies Council policies
- Fulfilling your obligations under Field Studies Council's Behaviour Partnership to ensure a happy, productive working environment
- Attending staff meetings as well as Field Studies Council internal and external training as required, in order to share best practice and improve team and learning location performance, and participating fully in staff development activities (sometimes this may involve travel to other learning locations with the occasional overnight stay)
- Driving: We have a number of vehicles which you may be asked to drive. To do so, you will need to be 21 years or over, have a full valid driving licence, to have been driving for at least two years, and undertake an internal assessment on commencement in the role

Subject to meeting certain criteria, you may also be required to drive our minibuses. If you do not hold D1 entitlement and have the appropriate driving experience/certification, you may be required to undertake the relevant training upon commencement of the role

- Undertaking any other duties that may reasonably be required to ensure the smooth and efficient running of the learning location
- Undertaking any other duties that may be reasonably required to assist with other teams across the centre/region, and complying with all reasonable directions that may from time to time be given

Key Expectations:

The expectations of every employee that we regard as essential include:

- A positive and passionate work attitude
- A desire to show pride in all aspects of their work
- A flexible approach with a willingness to adapt to changes
- An ability to work using your own initiative both independently and as a competent, effective team member
- An ability to work under pressure and prioritise work to meet tight deadlines
- Always treating others with courtesy, dignity and respect
- A commitment and contribution to improving Field Studies Council's environmental performance
- A committed and proactive approach to personal development; motivated to learn new skills and overcome new challenges

This job description should be seen as enabling rather than restrictive and will be subject to regular review.

The Field Studies Council reserves the right to vary these duties, as per the needs of the business

Date of issue: May 2025

Person Specification

Title: Education Support Assistant	Learning Location: Field Studies Council Millport
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Essential/Desirable Factors for the Role	E	D	How is this identified?
1. Qualifications & Experience			
Degree or equivalent in a relevant subject e.g. Biology, Ecology, Geography, Environmental Studies, or closely allied discipline		✓	Application
Experience of using interactive whiteboards, GiS, presentation software and spreadsheets		✓	Application/Interview
Experience of using and maintaining educational field equipment	✓		Application/Interview
Previous experience of teaching and / or fieldwork		✓	Application/Interview
Experience and / or a flair for working and / or volunteering with groups in an informal setting		✓	Application/Interview
Full valid Driving Licence		✓	Application
Full D1 entitlement with minibus driving experience / certification		✓	Application
First Aid qualification		✓	Application
2. Knowledge			
Good ICT skills	✓		Application
An understanding of the principles of Risk Assessment		✓	Application/Interview
3. Skills			
Ability to focus and stay on task in a busy environment or when working alone	✓		Application/Interview
Excellent communication skills, sensitive to the needs of others	✓		Application/Interview

Summary of Main Terms and Conditions

Contract Term:

This is fixed term position for 12 months in the first instance

Remuneration:

Grade: Team Member

Salary Grade: Scale Points 4 - 7, actual salary is £23,810 - £25,267 per annum

The point of entry within the salary grade will be dependent upon qualifications and experience. Due to the fixed term nature of the contract, you will be appointed to a fixed-point salary in the first instance.

The salary is paid monthly in arrears by BACS transfer. The salary scale is reviewed annually.

It may be possible to be resident on site. If resident, a deduction equivalent to up to 20% of the full-time equivalent salary is taken from your gross monthly salary and you will be required to sign a residential accommodation agreement. If resident, food will be provided during the course of your duties only. Food is not included on days off and holidays.

Workwear is provided by the Field Studies Council.

Hours of work:

The post is based on a notional average of 37.5 hours per week, this will equate to a total of 1950 hours of work annualised over a full year. The weekly hours are based on a flexible shift pattern, this **will** fluctuate throughout the duration of your contract according to business needs. This means that you may be required to work additional hours per week during busy periods and considerably less in other weeks to compensate. Evening, weekend, and Bank Holiday working will be required. You will be required to undertake evening duties. The working pattern can be discussed with you at the interview.

There is an expectation that you will occasionally have to travel to other Field Studies Council locations or meeting venues within the UK. Where this is required, this would be agreed in advance and appropriate notice would be given.

Annual & Bank Holidays:

The holiday year runs from 1 January to 31 December each year. You will accrue an entitlement to paid annual holidays equating to 28 days (excluding Bank Holidays) during a complete holiday year. Part time and seasonal workers, or anyone who joins part way through the year, will receive a pro-rata of the entitlement.

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 2 additional days paid leave (pro rata for part time and seasonal workers).

Pension:

You will be eligible to join one of Field Studies Council's Pension Schemes.

Sickness:

During periods of certified sickness, you will be eligible to receive sick pay in accordance with Field Studies Council's sickness absence procedures. The payment of sick pay is subject to compliance with Field Studies Council's rules for the notification and verification of sickness absence, details of which will be provided to you upon commencement of employment.

Additional Employee Benefits:

These include Life Assurance*, a Health Cash Plan with Westfield Health* and a 24hr Counselling Helpline Service (*exclusions apply). Further details are given on appointment, as applicable, or are available by contacting Human Resources at Field Studies Council Head Office on 01743 852119.

Probationary Period:

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

Post Classification / Criminal Records Check Requirements:

This post has been classified as being **exempt** from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013). You will therefore be required to disclose any convictions, cautions, reprimands, or final warnings which are NOT protected as defined under the Act, and to undertake a **PVG Scheme check for regulated work with children** with Disclosure Scotland.