

EDEN ROLE PROFILE

TITLE: Schools Team Work Placement Students **Updated:** May 2012

REPORTING TO: The Schools Team

ROLE OVERVIEW: Support the work of the Schools team in delivering its school programme to pupils age 4-16.

EXPECTATIONS FOR PERFORMANCE:

- Observe workshops, assisting pupils as and when appropriate.
- Assist in the day to day running of the education programme e.g. setting up rooms, managing props and resources, relevant administrative tasks.
- Develop knowledge and understanding of Eden so that you can explain this to others.
- Support the education team to offer excellent customer service to pupils and teachers.

KEY SKILLS THAT WILL HELP YOU:

- Confident communicator with all kinds of people
- Relate to young people and their teachers in a friendly and professional way

QUALITIES YOU WILL NEED TO DISPLAY:

- Enthusiasm for and knowledge of Eden and its educational work
- Initiative
- Friendly, approachable and polite
- Adaptability