

Outline of role

	Education Event Leader
Main purposes of job	<p>To set up and run maths and reading escape rooms in schools.</p> <p>Use IT and organisation skills to set up presentation software and prepare the props, resources and backdrops for the event.</p> <p>Ensure all materials are handled safely and protected for future events.</p> <p>Leading all events so that pupils and school staff have a productive and enjoyable time whilst maintaining a safe and efficient environment.</p>
Key tasks	<p><u>Travel and transport of materials</u></p> <p>Transport in own vehicle all the resources, backdrops and props to the venue (school).</p> <p>To move and carry materials both on trolley and by hand. Sometimes carrying upstairs, with frequent lifting involved.</p> <p><u>Set up events</u></p> <p>Working out how to quickly and efficiently connect laptop to a school's TV / projector and speakers. Airdropping photos from a phone to the laptop.</p> <p>Putting up multiple backdrops, moving and setting tables, ensuring whole event with all materials are ready for agreed start time.</p> <p>Engaging large groups of pupils to set up a story through acting and explanation.</p> <p>Clearly explaining the escape room and the structure of the event.</p> <p>Facilitating, controlling, engaging all pupils to successfully complete challenges in the time.</p> <p><u>Closing down events</u></p> <p>Moving all equipment swiftly, safely and securely for lunch breaks.</p> <p>Resetting / changing to new events in breaks.</p> <p>Checking, packing and protecting all resources, before returning them to vehicle.</p>

Key results/objectives	<p>To run events on time and schedule</p> <p>Deal with any issues immediately whilst maintaining the success of the event</p> <p>Ensure all materials are safeguarded</p> <p>Gain positive responses from feedback form</p> <p>Report any issues back promptly to Subject Revolution</p> <p>Adhere to Health & Safety and Safeguarding policies of Subject Revolution and the client schools</p>
Hours	<p>To arrive at school at 7:45am and work until events packed away - usually between 3pm and 4pm.</p> <p>Lunch breaks are usually longer to allow schools to use their hall for school lunches and cleaning.</p>
How paid and pay rate	<p>You will be working self-employed (so responsible for your own tax and NI)</p> <p>You will invoice Subject Revolution and be paid on a job-by-job basis</p> <p>The pay rate is £275 per day (including travel costs)</p>
Bookings / number of days / availability	<p>Around a months or more notice is usually given for jobs.</p> <p>You can expect to be asked to work around 2 to 3 days a week initially, this is anticipated to rise to 3 or 4 days and possibly 5 days during busiest weeks.</p> <p>You will be expected to be fully available for peak periods - February / March and November</p> <p>Term time only role.</p>
Area of travel	<p>You will be the event leader for your region.</p> <p>You may be asked to travel up to around 1.5 hours to get to some schools</p>