



Office Assistant

Job Description and person specification.

LoveScience is a primary science outreach company that provides science workshops and clubs for primary school aged children. This role will involve both admin and practical support to help the club leaders deliver these activities as well as helping in the development of new resources and experiments. We are a growing company and so this role promises to be varied and a willingness to be adaptable and be part of a close knit team is essential.

The office assistant role will include the following duties:

- Print, collate and prepare practical booklets for club leaders to use
- Prepare practical resources for clubs and workshops
- Stock taking
- Filling in order request forms
- Ensuring the safe storage of equipment
- Aiding in the development of new experiments with other members of the team
- General office duties
- Any other activity that is deemed necessary for the running of the business.

You will be:

- Interested in science although formal qualifications are not required
- Adaptable
- Self motivated
- Able to work both independently and as part of a small team

Initially the role will be approximately 15 hours per week. Pay will start at £8.43 per hour.