



Healthy Heads Education

This job description may be subject to revision following discussion with the person appointed and forms part the terms of their employment:

- Job Title:** Health & Wellbeing Educator
- Location:** Lancashire, with potential for further travel.
- Hours of Work:** 10-15 hours per week available. Monday-Friday, 9.00-16.00.
- Contract Status:** Fixed-term contract (39 weeks, term-time only).
- Salary:** £28,860-£30,784 (pro-rata), dependant on experience.
- Start Date:** 01 January 2023

- *Deliver the Healthy Heads programmes in primary schools across Lancashire. Ensuring that children are supervised and undertake an enjoyable, educational activity in a safe environment.*
- *Coordinate the delivery of the Healthy Heads programmes with primary schools in Lancashire.*
- *To assist the Executive Director with marketing and promoting Healthy Heads to schools in Lancashire e.g. Contacting headteachers, setting up meetings, and attending those meeting to secure funding for the delivery of Healthy Heads within local schools.*
- *Communication and liaison with Headteachers/teachers/subject leaders etc.*
- *To assist with social media by regularly uploading pictures of activities and creating posts to fulfil sponsorship agreements to increase the awareness of the Healthy Heads programmes and activities*
- *To provide the Executive Director with weekly reports, which will enable all job related activity to be effectively monitored and evaluated.*
- *Administration of documentation and record keeping associated with the job role – evaluation forms, booking sheets, etc.*
- *Promote Healthy Heads Education and demonstrate the positive image of Healthy Heads Education in all areas of activity.*
- *General office duties including filing, photocopying, regularly check emails.*
- *Organise Healthy Heads Education equipment, resources and intellectual property and maintain to a good standard.*
- *Any other duties and responsibilities commensurate with the function of the post.*

Description	Essential	Desirable
Other factors	<p>Good understanding of School policies and procedures that include safeguarding, child development and health & safety.</p> <p>Commitment to continuous professional development and willingness to undertake training where necessary.</p> <p>Ability to work efficiently using own initiative, whilst under pressure and maintain a high standard of work.</p> <p>Passionate about children's health & wellbeing.</p> <p>A flexible attitude to working</p> <p>Ability to travel independently.</p>	