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**Note: You must apply for this post via your local job centre, quoting the following job reference number:** EYP KS003

This post will be based within SSERC HQ at 1-3 Pitreavie Court, South Pitreavie Business Park, Dunfermline. KY11 8UU.

The key activities will be to support the SSERC Early Years and Primary Education team set up resources and materials for professional learning activity. This learning activity may be within HQ in which case this will involve preparing resources for delegate use and also assisting with room set up and room clear down. If the professional learning is delivered online, this will involve packing resource boxes for couriering to schools.

Specific tasks may include: the preparation of non toxic chemicals (weighing, measuring, packaging); packaging of boxes of kit for distribution by courier; general cleaning, tidying and maintenance of training rooms areas; assisting equipment set up and take down; preparation of course materials for professional learning delivery; ordering, stock taking and recording and organising the delivery of resource boxes.

The successful applicant will be expected to comply with the correct procedures, policies, and health and safety regulations. Training will be provided

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| **25 hours a week.** |
| Monday to Friday, 9 am – 3 pm with a 1 hour non paid lunch break  There is some flexibility re start and finish times. |
| £9.90 The Real Living Wage. We are an accredited Real Living Wage employer. |