



# MATHSWORLD<sup>UK</sup><sup>®</sup>

## MathsWorld Enabler – Job Description

**Introduction:** MathsWorld is an interactive family environment that offers exciting maths experiences and challenges on the themes of code breaking, AI, problem solving, and shape. MathsWorld is located 6 Burrell Street, Southwark, SE1 0UN and is open to the public and school parties 6 days a week. MathsWorld will host a wide programme including maths activity clubs, evening talks and holiday activities.

MathsWorld is a MathsWorldUK production. <https://www.mathsworlduk.com/>

### **Job Title: MathsWorld Enabler**

**Purpose of the role:** To promote and enhance the visitor experience throughout MathsWorld and to contribute to the delivery of playful learning opportunities in the galleries and through special programmes and events. Enablers should be enthusiastic about maths and understand and explain clearly but appropriately the maths contents of the exhibits.

**Compensation & Benefits:** This role will be a Fixed Term Contract for 1 year. This role offers an FTE salary of £27, 007 per annum and 28 days annual leave pro rata.

**Hours of work:** Flexible. Expected working hours are: 9:30 – 4:00 weekdays and 9:30 – 5:30 on weekends. Contracts can range from zero hours to one day per week to full-time.

**Location:** 6 Burrell Street, Southwark, SE1 0UN.

**Reports to:** MathsWorld Manager

### **Application process and interview dates:**

To apply for the role, please send an up-to-date CV and short cover letter to [katie.chicot@open.ac.uk](mailto:katie.chicot@open.ac.uk)

Please note that the closing date for applications is 19<sup>th</sup> June 2025

Interviews will be held in the weeks beginning 30<sup>th</sup> June and 8<sup>th</sup> July.

## **Job Description**

### **Enriching the visitor experience**

- Being pro-active, energetic, and playful in encouraging visitors to engage appropriately with and derive benefit from MathsWorld's exhibits, workshops, events and facilities.

### **Customer service**

Provide high standards of customer care, so that the reputation of MathsWorld is enhanced and sales targets achieved.

- Deliver a consistently high level of customer service, so that our customers' expectations are exceeded in all areas of the centre, including outreach and external events.
- Participate in staff training and support any MathsWorld Initiatives.
- Assist visitors with queries in a prompt, professional, courteous and friendly manner, so that customer care standards are met and complaints kept to a minimum.

### Financial Controls

Ensure that all accounting procedures are handled in accordance with the MathsWorld policies and procedures including:

- Operate tills to agreed procedure, to minimise security risks.
- Check all transactions; cash, cheque and credit card
- Follow cash handling procedures accurately as required
- Follow procedure to ensure security of MathsWorld's visitors, staff and property.

### Stock

- Display items for sale or for visitor use in the centre.
- Re-stock shop stock and exhibition consumables.
- Assist with stock-taking.

### Health & Safety

All staff are expected to observe all health and safety at work regulations as set out by MathsWorld in accordance with statutory obligations.

- Observe all health & safety procedures so that risks to the health and safety of visitors and staff are minimised.
- Report immediately all accidents/incidents involving staff or visitors.
- Evacuate assigned areas in emergencies.
- Report of accidents
- Report any unsafe practices or broken machinery/equipment, so that remedial action can be taken immediately
- Use all equipment as trained, observing all safe practices, so that accidents are avoided
- Follow risk assessment, Covid and cleaning guidelines

### Maintenance

- Check, report-on and maintain exhibits, resources and facilities to achieve operational condition, cleanliness and appearance of the highest possible standard.

### Special Projects

- Undertake special projects as required.

## General

- Undertake any other duties as may reasonably be requested of an Enabler
- Attend training courses and staff meetings as required

## Special features

- Flexible working.
- Weekend, Bank Holiday, school holiday work will be required with occasional evenings.
- The ability to work in a noisy, active, attention-seeking and often physically demanding environment for sustained periods of time.

## Details of special skills/experience/aptitudes needed

- Outgoing cheerful personality
- Enthusiasm for education
- Ability to use own initiative and self-motivated
- A good work ethic
- Good verbal communication skills
- A team player
- Organised
- Proven ability in carrying out instructions