

## Job Description

Job Title: **Museum Support Assistant**

Organisation: Wandsworth Museum

Department: Learning & Access Department

Responsible to: Learning and Access Manager

Location: 38 West Hill, Wandsworth, London

Salary/Fee: £8.90 p/h

Type (full/part-time, length of contract, etc): Part-time, 0 hours contract

Closing Date: **Monday 12<sup>th</sup> August**

The role of the Museum Support Assistant, under the management of the Learning and Access Manager, is to support Wandsworth Museum's Learning Team in the realisation of the potential of the museum collections as a learning resource for schools, families and the wider community.

The Museum Support Assistant primarily supports the delivery of the Museum's weekly afterschool club which takes place on a Monday late afternoon/early evening. The club aims to engage local young people attending primary school with art and culture through a series of art- and history-based activities and projects inspired by the Museum's collection, Wandsworth's built and natural environment, and by other arts and heritage venues in the borough.

The post-holder will also be required to support the delivery of occasional family engagement activities during the school holidays and on Saturdays.

Applicants who meet the job description should send their CV and a cover letter up to 700 words outlining their relevant experience to Zoe Fagg on [zoe.fagg@wandsworthmuseum.co.uk](mailto:zoe.fagg@wandsworthmuseum.co.uk) or Wandsworth Museum, 38 West Hill Wandsworth, SW18 1RX.

## Overall Job Specification

The specific responsibilities of the Museum Support Assistant are outlined below. This list is not exhaustive and may be amended in line with museum priorities.

- Assisting with the set-up and break-down of afterschool club and family activities.
- Sourcing and purchasing materials for the afterschool club and family activities.
- Collecting afterschool club participants from their schools as required.
- Supporting individual participants of the afterschool club with the weekly activities including children with special educational needs or behavioural difficulties.
- Working with the Learning Team to maintain standards of behaviour in the club.
- Adhering to the Museum's Child Protection Policy and Health and Safety procedures.
- Assisting the Learning Team in publicising the Museum's afterschool club and family engagement programme.

## **Personal Specification**

### Qualifications

Desirable: A Level History and/or Art

### Experience & Knowledge

Essential:

- Experience of working with children or young people either within and/or outside of a formal educational setting.
- Awareness of the educational role and potential of museums and how they can support the learning of young people.

Desirable:

- Experience of working with young people with learning difficulties or other additional needs.
- Experience of delivering or supporting art-based workshops with young people or adults.
- A CRB check issued in the last 2 years

### Skills/Abilities/Competencies

Essential:

- Ability to carry out manual handling tasks, including the layout of rooms for learning sessions. This will include the movement of chairs, tables and equipment.
- Excellent interpersonal skills and the ability to communicate effectively and professionally.
- Good organisational skills and timekeeping.
- Commitment to high quality customer service.

Desirable:

- Confident user of Microsoft Office, including Word, Excel and Outlook or other similar packages.
- Ability to think creatively and inspire creativity in others.