

## **APPLICATION FOR EMPLOYMENT**

Thank you for the interest you have shown in the vacancies within Stockton on Tees Borough Council.

Completed forms can be e-mailed to [recruitment@xentrall.org.uk](mailto:recruitment@xentrall.org.uk) or posted to **Xentrall Recruitment Services, PO Box 891, Stockton on Tees, TS19 1JT**, marking the envelope in the top left hand corner with the post reference number.

In accordance with our recruitment procedures, your application will only be considered if it is received on or before the closing date as shown in the advertisement.

In the interests of economy, applications received via the post are not automatically acknowledged. If you require confirmation that your application has been received please enclose a stamped addressed envelope or telephone 01642 526992.

If you have not been contacted within 4 weeks of the closing date for receipt of applications, please assume that on this occasion your application has not been successful.

## **Learning & Activities Assistant**

**Vacancy ID: 009123**

Salary: £19,819 - £21,074 Annually

Closing Date: 22-07-18

### **Benefits & Grade**

Grade G

### **Contract Details**

Permanent

### **Contract Hours**

37 hours per week

### **Disclosure**

The successful applicant will be subject to an Enhanced DBS check

### **Interview Date**

08-08-2018

### **Job Description**

This is a unique opportunity to be part of the team at Preston Park Museum & Grounds. The Grade II listed museum attracts over 100,000 visitors annually and a key part of this has been the wide range of learning, event and workshop activities the venue offers.

As part of this ongoing delivery, we are looking to recruit an enthusiastic and well-organised person to be part of the learning team at the museum. You will help plan, prepare and deliver heritage and art & crafts based learning activities to school groups, families and community learners.

An interest and enthusiasm for museums and collections is essential, as is experience of working in a similar learning environment.


For detailed information on this role, please refer to the Job Description and Person Specification.

Please ensure you refer to the essential and desirable criteria detailed in the Person Specification when completing your application as they are used to select candidates for interview.

For a further informal discussion, please contact Sophie Lunt or Joanne Rowcliffe, Learning & Access Officers, on 01642 527820 / 526396.

An online application form and further information is available from [www.stockton.gov.uk/job-vacancies/](http://www.stockton.gov.uk/job-vacancies/). Alternatively you can contact Xentrall Recruitment Services, Tel: 01642 526992 or email [recruitment@xentrall.org.uk](mailto:recruitment@xentrall.org.uk)

Stockton-on-Tees Borough Council ensures that all customers, both internal and external receive a consistently high quality level of service.

 <b>Stockton-on-Tees</b> BOROUGH COUNCIL		<b>JOB DESCRIPTION</b>	
<b>Directorate:</b> Culture, Leisure and Events		<b>Service Area:</b>  Preston Park Museum	
<b>JOB TITLE: Learning and Activities Assistant</b>			
<b>GRADE: G</b>			
<b>REPORTING TO: Learning and Access Officer</b>			
<b>1.</b>	<b>JOB SUMMARY:</b> To assist with achieving the education and activity objectives of Preston Park Museum & Grounds, both in helping with the delivery of learning activities to school groups, and adults and family learners.		
<b>2.</b>	<b>MAIN RESPONSIBILITIES AND REQUIREMENTS</b>		
	1.	To contribute towards providing a high quality, customer-focused museum service, making Preston Park Museum & Grounds and its activities accessible to visitors from the borough-wide community.	
	2.	To work as a member of the Learning team: taking responsibility for the planning, development, preparation, and delivery of informal and formal activities and events, in line with the agreed Learning Plan.	
	3.	To raise public knowledge and awareness of Preston Park Museum & Grounds through the production and dissemination of publicity materials and press releases, alongside delivering talks and workshops to community groups.	
	4.	To further develop the existing network of school and community contacts and deliver a range of Learning events and activities for family, school, adult and community groups, designed around Preston Park Museum & Grounds' displays and programme, both at the museum and throughout the borough.	
	5.	To contribute to the museum's audience development work, to broaden audiences for all activities and to encourage new user groups.	
	6	To carry out evaluation for all Learning activities and to report, as appropriate, to SBC partners and funding bodies.	
	7	To meet, monitor and report on agreed targets set out in the Museum Business Unit Plan.	
	8	To participate in Park and Museum events as required.	
	9	To drive the Museum van as necessary to achieve the objectives of the post.	
<b>3. GENERAL</b>			
<b>Job Evaluation</b> - This job description has been compiled to inform and evaluate the grade using the NJC Job Evaluation scheme as adopted by Stockton Council.			
<b>Other Duties</b> - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.			

**Workforce Culture and supporting behaviours and Code of Conduct** – The post holder is required to carry out the duties in accordance with Workforce Culture and supporting behaviours, code of conduct, professional standards and promote equality and diversity in the workplace.

**Shaping a Brighter Future** – The post holder will embrace the Council's "Shaping a Brighter Future" programme.

**Personal Development** – As defined by the Council's Culture Statement, all employees will take responsibility for their own development

**Customer Services** – The post holder is required to ensure that all customers both internal and external, receive a consistently high quality level of service, commensurate to the standards required by Stockton on Tees Borough Council.

**Policies and Procedures** – The post holder is required to adhere to all Council Policies and Procedures.

**Health and Safety** – The post holder has a responsibility for their own health and safety and is required to carry out the duties in accordance with the Council Health and Safety policies and procedures.

**Safeguarding** – All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Stockton Council's Safeguarding Policy. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.

**Job Description dated**

**May 2018**

## PERSON SPECIFICATION

Job Title/Grade	<b>Learning and Activities Assistant</b>	G
Directorate / Service Area	<b>Culture, Leisure and Events</b>	
Post Ref:	32871	

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>MEANS OF ASSESSMENT</b>
Qualifications	<ul style="list-style-type: none"> <li>• Good standard of education (5 GCSE or equivalent)</li> </ul>	<ul style="list-style-type: none"> <li>• Third Level Qualification</li> </ul>	Application form
Experience	<ul style="list-style-type: none"> <li>• An understanding of museums, collections and their work.</li> <li>• Demonstrable experience of working within a similar learning environment</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of museum or heritage learning</li> <li>• Experience of community work</li> <li>• Experience of working with adult and family learners</li> </ul>	Application / Interview
Knowledge & Skills	<ul style="list-style-type: none"> <li>• Demonstrable communication skills, both written and spoken</li> <li>• IT skills</li> <li>• Skills to plan and deliver education activities in an engaging manner</li> </ul>	<ul style="list-style-type: none"> <li>• Art, craft or practical skills</li> <li>• An understanding of the National Curriculum</li> </ul>	Application / Interview
Specific behaviours relevant to the post	<ul style="list-style-type: none"> <li>• Demonstrate the Council's Behaviours which underpin the Culture Statement.</li> <li>• Self motivated</li> <li>• Well organised</li> <li>• Ability to work on own or as part of a team</li> </ul>		Application / Interview
Other requirements	<ul style="list-style-type: none"> <li>• Ability to travel independently</li> </ul>		

	<ul style="list-style-type: none"><li>• Ability and willingness to work flexibly as necessary outside of office hours</li></ul>		
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**Person Specification dated: May 2018**

## **Conditions of Service**

### **General**

Conditions of service will vary from service to service. However, there are some general points to cover.

Conditions of service generally are those contained in the appropriate National Joint Council Schemes but have been supplemented in a number of areas by locally agreed conditions. The relevant Handbooks are available for reference in all departments.

### **Office Hours**

The normal working week is 37 hours. Council offices are generally open to the public from 8.30 a.m. to 5.00 p.m. (4.30p.m. on Friday). The majority of office staff are able to take part in the Councils flexible working hours scheme. Elsewhere, fixed hours or shift working may be operated according to the needs of a particular service.

### **Annual Leave**

The basic annual leave entitlement is 26 days plus 8 public holidays. Employees with 5 years continuous service receive 31 days annual leave.

### **Sick Pay**

Most employees are covered by the provisions of the nationally agreed sick pay schemes which allow periods of absence on half pay and full pay according to length of service.

### **Pension**

You will automatically be entered into the Local Government Pension Scheme (LGPS) unless you choose to opt out. This is a contributory pension scheme and meets Government standards for automatic enrolment. If you do not opt out within three months of joining the LGPS, you will not be eligible to receive a refund of your contributions but will instead be given deferred benefits within the Scheme. If you decide to opt out of the Scheme your employment, earnings and age will be monitored in line with automatic enrolment guidelines.

### **Medical Examination**

Before commencing your employment, you will need to complete a medical questionnaire and may be subject to a medical examination.

### **Probation**

New entrants to Local Government will be required to complete a six month probationary period.

### **Equal Opportunities**

The Council is working towards an environment where all employees, residents and service users receive equal treatment regardless of gender or gender reassignment, marital or civil partnership status, sexual orientation, age, disability, race, religion or belief, social origin, pregnancy and maternity.

### **Job Sharing**

A voluntary Job Sharing Scheme is in operation. Applications to job share are welcome and there is no requirement for you to apply with a partner.

### **Payment of Salaries**

Salaries are paid monthly on the last working day of the month. All payments are made by credit transfer direct to a nominated bank or building society.

### **Smoking Policy**

The Council operates a No Smoking Policy.

**Politically Restricted Posts**

The Local Government and Housing Act 1989, as amended by the Local Democracy, Economic Development and Construction Act 2009 designate certain posts as politically restricted. If this is the case it will be detailed on the job description and means that you would be disqualified from being a member of a Local Authority, the House of Commons or of the European Parliament. Further information is available upon request.

**Rehabilitation of Offenders Act 1974**

Having a criminal record will not necessarily bar you from working for the Council. This will depend on the nature of the post and the circumstances and background of your offence(s). To assist the Council in determining the suitability of your employment, certain posts are subject to a DBS check. If this is the case an appropriate statement will appear in the recruitment advertisement.