**Job Description & Person Specification**

|  |  |
| --- | --- |
| **Post Title** | Education and Administration Assistant |
| **JE Reference**  | W196 | **Grade**  | D  | **SCP Range** | 19-21 |

**Reporting line:**

Cultural Services Co-ordinator

Education and Admin Assistant

N/A

# **Job Purpose:**

To deliver the museum’s education programme and provide administrative support to the MaM partnership

To meet, greet and engage with school children and assist in the delivery of education workshops. (This could be left out as covered in the above)

# **Relationships:**

**Accountable to:** Cultural Services Co-ordinator

**Accountable for:** N/A

**General Contacts:** Colleagues, visitors, school children, external agencies and general members of the public.

# **Key duties and responsibilities:**

1. To deliver the museums educational service and take part in collaborative projects.
2. To support the Education Officer in the planning and development of activities and events to visiting school parties and other groups to ensure that learning outcomes are achieved.
3. To safeguard and promote the welfare of children for whom you have responsibility, or with whom you come into contact, to include adhering to all specified procedures. This post involves frequent contact with, and occasional responsibility for, children.
4. General administration and clerical duties for the Museums and Schools Programme: Making a Mark, including collection of statistics, monitoring records and relevant databases, the production of partnership documents e.g. photo permission slips or Arts Award certificates and administrative support for partnership meetings (booking meeting rooms, taking minutes and circulating papers).
5. To assist the strategic lead in developing and implementing effective administrative systems in line with the external funding criteria.
6. To update the budgets for the externally funded Museums and Schools Programme (Making a Mark) for Tees Valley museums.
7. Responsible for the management of the relevant financial systems for the Making a Mark programme. Including ordering and invoicing through the Agresso system.
8. To contribute to the collation and completion of reports for the national funding body.
9. To support and supervise volunteer staff with development of relevant work programmes.
10. To handle ordering, commissioning and sales of educational equipment, materials, artefacts and merchandise, including stock control, promotion, management of cash, maintenance of accurate records of purchases and sales.
11. To ensure the effective promotion of the museums education work and activities including emailing, newsletters, press releases, posters, advertisements and websites.
12. Carry out day to day and incidental housekeeping in order to maintain a safe and pleasant working environment.
13. Flexible approach to work by responding to the needs of the services including at times working beyond normal working hours and at weekends.

# **General/Corporate Responsibilities:**

1. To undertake such duties as may be commensurate with the seniority of the post
2. To ensure that the Council’s corporate Health & Safety policy is followed and training is undertaken in all pertinent health and safety procedures
3. To partake in the Council’s and Directorate’s staff training and development policies as well as the Council’s system of performance appraisal
4. To treat all information gathered for the Council and Directorate, either electronically or manually, in a confidential manner
5. All employees are required to demonstrate a commitment when carrying out their duties which promotes and values diversity and the equality of opportunity in relation to employees and service users which is in line with the Council’s Equality & Diversity Policy.
6. To be responsible for identifying and managing all risks associated with the job role through effective application of internal controls and risk assessments to support the achievement of Corporate and Service objectives
7. To ensure the highest standards of customer care are met at all times
8. To ensure the principles of Value for Money in service delivery is fundamental in all aspects of involvement with internal and external customers
9. To ensure that the highest standards of data quality are achieved and maintained for the collection, management and use of data.
10. To positively promote the welfare of children, young people, and vulnerable adults and ensure that it is recognised that Safeguarding is everyone's responsibility; and to engage in appropriate training and development opportunities which enhance an individual’s knowledge and skill in responding to children, young people and vulnerable adults who may be in need of safeguarding.

**Last Updated:** February 2017 **Author:** Joanne Hodgson

|  |  |
| --- | --- |
| **POST TITLE** | **GRADE** |
| Education and Administration Assistant | D |

|  |
| --- |
| **NOTE TO APPLICANTS**Whilst all points on the specification are important, those listed in the essential column are the key requirements. You should pay particular attention to those points and provide evidence of meeting them. Failure to do so may mean that you will not be invited for interview. |

|  |  |  |
| --- | --- | --- |
| **CRITERIA** | NECESSARY REQUIREMENTS | **\* M.O.A.** |
|  | **Essential** | **Desirable** |  |
| **EXPERIENCE** | * Experience of delivering educational sessions to school groups either as a teacher or museum educator
* Experience of working in an administrative role.
* Experience of financial/ accounting cash handling/procurement experience
 | * Working in a museum/heritage environment.
* Teaching experience
 | A, I |
| **SKILLS AND ABILITIES** | * Ability to work with children and young people, especially in school groups
* Good communication skills and ability to work on own initiative and as part of a team.
* Taking accurate minutes
* Ability and willingness to learn new skills.
* Computer literacy – word processing, databases, and particularly robust record keeping using spreadsheets
 | * Knowledge of the school curriculum, especially History
* Ability to set up databases
* DTP
* Updating online content
 | A, I |
| **EDUCATION/ QUALIFICATIONS/ KNOWLEDGE** | * GCSE’s in English Language and Maths
* Knowledge and understanding of the demands of maintaining a public site, for visitors to be welcomed and safely looked after.
* Knowledge of good practice around child protection and how to maintain appropriate relationships and personal boundaries with children.
 | * GCSE in History
* First Aid
* Degree or Teaching qualification
 | A, I,C |
| **OTHER REQUIREMENTS** | * Confidence to work with a range of ages of school children
* Flexible approach to work by responding to the needs of the services including, at times, requirements to work beyond normal working hours and at weekends
* Commitment to own continuous personal and professional development
* Strong team player, committed to an ethos of continuous improvement
* Highly motivated, flexible approach.
 | * Evidence of own continuous personal and professional development
* Ability to drive
 | A, I, C  |
| **COMMITMENT TO EQUAL OPPORTUNITIES** | * Commitment to equal opportunities and the ability to recognise the needs of different service users
 | * Evidence of having completed training in equality and diversity awareness
 | A,I  |
| **COMMITMENT TO SERVICE DELIVERY/ CUSTOMER CARE** | * Commitment to provide a customer-focussed service
 | * Evidence of surpassing customer expectations or service targets / goals
 | A,I  |

**METHOD OF ASSESSMENT: (\*M.O.A.)**

A = APPLICATION FORM C = CERTIFICATE E = EXERCISE I = INTERVIEW P = PRESENTATION T = TEST AC = ASSESSMENT CENTRE

R = REFERENCE