

JOB PROFILE

Job Title:	Museum Education Apprentice
Service Area:	Museums
Grade:	1
Reporting Manager: Ros Allwood	Line manager Cas Sanders
Direct reports:	None

Job summary:

Working as an entry level member of the team and helping staff provide an efficient service for the museum and its customers. To help deliver the Museum Education Service and the Education Loans Service. To assist with the programme of holiday and other workshops at North Herts Museum.

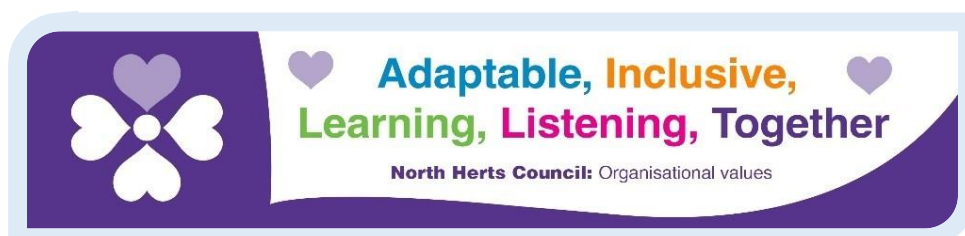
Key responsibilities:

- To help the Education Officer deliver a lively programme of direct and indirect teaching, with workshops based on the National Curriculum using the collections and exhibitions as a resource.
- To support the Education Officer with all aspects of the School Loans Service including the loan service modernisation project, assisting in the development of loans boxes, writing and printing 3D objects, and maintaining the loans online system, managing returns online.
- To assist and support team members with the delivery of holiday and family workshops, Under-5s sessions, and other special events within museums.
- To support the museum team to ensure that the Museum Service continues to meet the SAFE (Safeguarding Children Partnership) recommended standard.
- To ensure that accurate records are maintained, and administrative systems are up to date and accurate using appropriate software package, electronic document management system.
- To undertake other duties which may arise or be delegated from time to time.

Please follow this link to read your general responsibilities:

[General responsibilities for employees | North Herts Council \(north-herts.gov.uk\)](https://www.north-herts.gov.uk/general-responsibilities-for-employees)

Key Requirements:		Essential desirable
Qualifications:	Educated to GCSE standard or equivalent.	E
	Basic level certificates in Word and Excel.	D



Job related experience & knowledge:	Excellent keyboard skills and use of Microsoft Windows and Microsoft Office suite of programmes.	E
	Use of computerised database systems	E
	Experience in an administrative role in a paid or voluntary capacity	D
	Experience with primary school children	D
	Experience with children and adults with learning disabilities	D
Skills & attributes required for the role:	Confident in conversing in fluent English which is sufficient to fulfil all aspects of the role.	E
	Basic experience of dealing with people in a polite and friendly manner	E
	Ability to relate to people at all levels	E
	Ability to work as a member of a team	E
	Able to use initiative	E
	Remain calm under pressure	E
	Good oral and written communication skills	E
	Willingness to communicate with a range of people	E
	Accepts personal responsibility	E
	Self motivated	E
	Flexible attitude to work	E
	Maintains confidentiality.	E
	Good general historical knowledge	E
	Practical hands-on approach to job	E
	Willing to learn and undertake formal studies to achieve a Cultural Learning related qualification and attend college/engage in virtual learning as required	E
	Able to follow instruction accurately	E
	Willingness to learn and apply that learning in the workplace	E
	Willingness to adapt to different work roles	E
	Experience of using 3D printers and scanners	D
	Some awareness of health and safety in the work place	D
	Capacity to develop organisational skills	D



Adaptable, Inclusive,
Learning, Listening, Together



North Herts Council: Organisational values

Other:	Experience of working as part of a team.	E

Signed.....

Date.....

