



Department
for Work &
Pensions

KICKSTART SCHEME

DWP Bid Unique Identifier (DWP use only)

Job title Museum Assistant (MusAssist)

**Company name and
postcode** British Schools Museum SG4 9TS

Job summary (Outline of the job description including key responsibilities and detail of the skills the young person will develop and details of homeworking. Please provide as much detail as possible Please do not use bullet points)

Do you want to develop transferable skills while working in a fun environment? Are you looking to have a structured job placement, which includes a recognised certificate of learning? Do you like the possibility of working on a variety of activities, enhancing customer service and other skills? Then the British Schools Museum is for you!

The British Schools Museum (Hitchin, Hertfordshire) offers the space for people to explore and learn. The Grade II/II*-listed buildings include the last remaining monitorial schoolroom in the world, created by our founder, Joseph Lancaster. We are open to visitors Wednesday-Sunday, 10.00-16.00, except during event periods where these hours are extended. On Mondays and Tuesdays we have maintenance teams in and do behind-the scenes projects.

Our staff and volunteers ensure that all visitors have a wonderful time as they find out about the history of education, take part in our experience days, or browse items at our School-Yard Sale. We have a rolling events programme.

You will join a dedicated team of 130 volunteers and 2 paid staff, helping with the delivery of our visitor programme. Ensuring that visitors enjoy their time with us, you will be preparing activities for children, welcoming visitors, and getting feedback. You could help us develop our digital provision and run special events. As well as these core activities, you could get involved with collections and office work; we shall work with you to structure your placement.

The museum is a fun place to work, and we are always open to ideas. If you come up with an idea to pursue we'll more than likely want to develop it further with you. It is anticipated that you will do 5 hours per day Wednesday to Sunday, although there is flexibility to account for specific projects you may be interested in. The placement will take place onsite, unless we are in lockdown, in which case you will be given IT support and tasks that can be completed from home.

**Essential skills, experience
and qualifications** (please do
not use bullet points)

No experience or qualifications are required. This will suit someone who is willing to learn, able to work with diverse groups of people, and who really wants to make a difference to customers' experiences at the museum. We just want you to bring your enthusiasm, eagerness to learn, and desire to help forge unforgettable memories for our customers.

Job category (DWP use only)



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Number of hours per week 25

Working pattern and contracted hours (including any shift patterns) Wednesday-Sunday, 5 hours per day, core hours will be 10am- 4pm including an unpaid hour for lunch.

Hourly rate of pay National Minimum Wage

Details of employability support (training opportunities/mentor)

You will be supported every step of the way during your job placement. The Curator will be responsible for your placement, and will provide mentoring opportunities.

While you are performing various activities, you will have a buddy to help during the day; you will also get support from the day's Duty Manager (often a volunteer).

When you start with us, we will welcome you to the museum with an induction covering a variety of topics such as our history, health and safety, customer service and working in a museum. We will also provide development in a broader range of skills such as working in teams, writing CVs and preparing for interviews. We hope this will give you a recognised level of skills and prepare you for your next employment.

Development and support will form part of your working day and we will work with you to ensure that your placement works best for everyone.

In addition, the consortium will provide:

A mentor who will work with you to set personal goals

Training in applying for jobs, e.g. CV/application writing, practice interviews

Transferrable workplace training, e.g. health and safety

An online peer support programme

An introduction to different workplaces and roles across the consortium

A programme of enrichment activities, e.g. visits, talks and discussions

Closing date for applications 21 May 2021



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Employer Job reference	Job location and address including post code.	Contact details for the Job:	How to apply for the Job.	Number of Jobs at location	Maximum number of referrals per Job	Is public transport available ?	Anticipated start date/s
MusAssist	British Schools Museum 41/42 Queen Street Hitchin SG4 9TS Hertfordshire	Mark Copley bsmcurator@gmail.com 01462 420 144	Download an application form and monitoring form from https://britishschoolsmuseum.org.uk/support/work-for-us/ And send the completed for to Mark Copley, Curator at: bsmcurator@gmail.com using 'Job Placement' as the subject.	2	20	Yes	1 July 2021