

JOB SUMMARY

Post Title	Museum Assistant						
Job Family	<i>Service Delivery</i>	Pay Range	<i>2a</i>	Line Manager to others?	No	Role profile ref	<i>??</i>
Service Area	NEIGHBOURHOODS						
Line Manager	John Fletcher – Exhibitions and Museum Officer						
Location	Newport Roman Villa						

Job Purpose

To open, close and operate the daily operation of Newport Roman Villa. To take payments for admissions and shop sales. To clean site and maintain garden.

Job Context (key outputs of team / role to provide some specific examples of role profile accountabilities)
6-8 bullet points max

1. Open site for visitors to Roman Villa. Checking and securing site at end of day.
2. Take payment for entry and shop sales, both cash and card payments using computer system.
3. To ensure that the site is clean and well maintained, reporting any issues.
4. Monitor the displays and environment to ensure that it is operational and safe
5. Maintain garden area.
6. Assist with museum and visitor enquiries to promote greater understanding of the island's heritage.

Role Profile requirements.	Job specific examples. (if left blank refer to left hand column)	Essential	Desirable
Proven ability to influence based on facts and evidence, a range of audiences with differing competence and abilities. Ability to communicate one to one and with specific client groups.	<i>Communicate with visitors</i>	✓	
Substantial practical experience demonstrating development through a series of progressively more demanding and relevant work roles. Relevant experience within the service area, working as part of team to meet service standards, targets and deadlines.	<i>Experience in retail environment and customer care</i>	✓	
Good communication, interpersonal and presentation skills, able to explain technical / legal issues clearly. Proven ability to negotiate with, persuade and influence others.	<i>Good communication skills required to deal with visitors and staff. Ability to work alone to own initiative</i>	✓	
Good ICT skills including use of Microsoft applications and specialist systems.	<i>Will need to operate the computer-based card payment system (Paye-net)</i>	✓	
Authoritative knowledge of the specialist work area and relevant legislation, regulations, processes, systems, procedures and standards. Good knowledge of other areas of the authority relevant to the service and of wider sector / external influences.	<i>Knowledge of shop operations, including use of cash register</i>		✓
Good planning and organisational skills, with proven ability to prioritise and co-ordinate workload, monitor	<i>Ability to work alone, undertake good time keeping and plan tasks within the day</i>	✓	

JOB SUMMARY

and evaluate work, to ensure deadlines are achieved.			
Research, investigation and analysis skills.	<i>Ability to use computer to assist visitor enquiries</i>	✓	
Knowledge of relevant financial processes and experience or training sufficient to ensure financial processing and / or budget monitoring is completed accurately.	<i>Balance till at end of day, complete daily analysis sheets</i>	✓	
Qualifications			
Role Profile requirements.	Job specific examples. (if left blank refer to left hand column)	Essential	Desirable
May require relevant certifications including evidence of fluency in English language.	<i>Maths & English at GCSE grade C or above</i>	✓	
Educated to A level standard or equivalent or equivalent experience.	<i>N/A</i>		
Relevant vocational / professional qualification.	<i>First Aid qualification</i>		✓
Other Requirements			
<i>Willingness to work weekends and extra hours as required (July, August)</i>			
<i>Newport Roman Villa is inaccessible in some areas to wheelchair users.</i>			
Organisation Structure (optional)			