

Job description: Casual learning facilitators

Rate: £11.44 per hour + holiday pay (rising to £12.21 per hour from April 2025)

Responsible to: Learning & Engagement Manager

School visits are a key part of Amberley Museum's visitor offer, covering topics including local history and STEM. We are currently recruiting casual staff to help deliver friendly, high quality learning experiences linked to the National Curriculum for visiting groups of all ages, but particularly Early Years and Primary levels (ages 4-11).

Main duties and responsibilities

- Welcoming school groups, directing them around site and managing visit logistics.
- Leading timed workshop sessions for school groups.
- Liaising with teachers and museum volunteers to ensure the smooth running of visits.
- Preparing and clearing away lunch & activity spaces and learning resources.
- Conducting teacher pre-visits, both in person and on the telephone.
- Assisting the Learning & Engagement officer to administrate school bookings.

Person specification

- Confident communication: prior experience working with children is required.
- Ability to make information fun, inspiring and relatable to the target audience.
- A flexible and adaptable approach with a 'can do' attitude.
- Good timekeeping and organisational skills.
- Demonstrable interest in industrial heritage, museums and/or the natural world and a willingness to learn about Amberley Museum's diverse collections.
- An understanding of, and a commitment to, equality, diversity and inclusion.

Practicalities

Shifts will be offered on Wednesday, Thursday and Friday during term time, usually 9am-3pm. As this is a casual position, you will be under no obligation to accept shifts, nor we to offer them. Occasional additional hours may be available during school holidays and at weekends. You will be required to undergo an Enhanced Disclosure and Barring Service (DBS) check.

About Amberley Museum

Amberley Museum welcomes around 50,000 visitors per year and is located by Amberley station, near Arundel, West Sussex. We preserve rural, transport, industrial and communications history in a 36-acre former chalk pits and lime works and organise up to 30 events every year, from classic cars and miniature steam to Steam Punk, with children's activities during school holidays. We have a small staff and over 300 regular volunteers, who run the daily narrow-gauge steam railway and vintage bus service, look after collections and interact with visitors. Amberley Museum is an equal opportunities employer committed to reflecting and representing the diversity of the UK.

How to apply

To apply, please send your CV and a letter of motivation to learning@amberleymuseum.co.uk.

Closing date: Thursday 6th February 2025, 11:59pm. Interview date: Thursday 13 February 2025.

For an informal chat about the role, please call Tamsin Leigh, Learning & Engagement officer, on 01798 831370 #3.