

Party hosts workshop leaders – Casual Role Job Specification

Background:

The Soldiers of Oxfordshire Museum offers a great children's party package. We are looking for outgoing and fun Party Hosts with experience of leading games and crafts with primary age children to help co-ordinate the parties and ensure everyone has a great time!

Parties tend to be booked on a Saturday during the day, morning and afternoon, but occasionally they may be booked during school holiday weekdays and on occasional Sundays when we are open to the public. Party Hosts need to be available most Saturdays and as necessary in the school holidays as our parties are very popular and we have frequent bookings.

Rate of pay: £45 per party: Setting up, clearing away as necessary and running the 2-hour party package.

Role Description:

- Set up resources and meeting room 30 minutes before the session start time.
- Be at reception 10 minutes before the start time of the session to welcome children and adults.

Parties

- Discuss timings and arrangements with adult party guests.
- Lead introduction to party with guests.
- Facilitate activities, working with other front of house staff and/or volunteers.
- Ensure party tea is available as agreed for the party guests and ensure guests wash hands before eating.
- Thank guests for their booking and encourage them all to return to the Museum's other galleries and exhibitions including any forthcoming events.
- Clear up crafts and catering as necessary.
- Liaise with other museum staff and volunteers as necessary to ensure smooth running of event
- Be the main point of contact
- Tidy up meeting room and galleries after the session ends

Person Spec

- Experience of working with groups of children in learning settings.
- Extrovert personality with a great sense of fun.
- Ability to control over-excited children in an informal and appropriate way for a party setting.
- Ability to engage children of all ages.
- Ability to work well in a team and to carry out set tasks individually.
- Excellent people skills.
- Excellent customer service skills.
- Ability to work most weekends and some holiday week days.

Eligibility Requirements:

Working at SOFO and this post are subject to some eligibility requirements. It is your responsibility to prove that you meet them:

- Age requirement
- Nationality requirement
- Criminal record requirement
- Health requirement
- Previous applications

Age requirements:

Applications for this post must be over the age of 18. There is no upper age limit for applying and there is no default retirement age.

Nationality requirements:

You must be a British citizen, an EC/EEA national or a Commonwealth citizen or foreign national with no restrictions on your stay in the United Kingdom or your right to seek paid employment. You must produce your passport if the Appointing Officer asks to see it.

Criminal Record requirement:

The Children Act 1989 and the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 (as amended). Because this post may require you to have contact with children and vulnerable adults through Museum events, school visits, volunteering programmes and generally by being in contact with younger visitors, you are therefore required under the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 (as amended), to reveal any criminal convictions, bind overs or cautions, including those which would normally be regarded as spent. In addition, under the Disclosure of Criminal Background of those with Access to Children (Children Act 1989), you will also be subject to a Criminal Records Bureau Disclosure. From 2014, The Disclosure and Barring Service (DBS) help employers make safer recruitment decisions and prevent unsuitable people from working with vulnerable groups,

including children. It replaces the Criminal Records Bureau (CRB) and Independent Safeguarding Authority (ISA). You will be asked to complete a disclosure application if offered the post. All such offers are deemed conditional upon satisfactory disclosure. This form and any subsequent disclosure from the DBS will be treated as strictly confidential.

The disclosure of a criminal record, or other similar information, will not debar you from employment unless the Appointing Officer considers that the conviction renders you unsuitable for this appointment. In making the decision, the Appointing Officer will consider the nature of the offence, how long ago and what age you were when it was committed and any other factors which may be relevant. Failure to declare a conviction, caution or bind over which later comes to light will ordinarily result in summary dismissal.

Health requirement:

The successful application will be required to complete a health questionnaire and, if required, attend a physical examination by a doctor.

Previous applications:

Applicants who have previously applied to Soldiers of Oxfordshire for employment are eligible to re-apply. The successful candidate will be chosen based on performance at interview and best match for relevant experience and qualifications needed for this post.

Start date: Immediate

Applications to be sent to museumdirector@sofo.org.uk

Email applications only – no postal applications will be accepted.

Successful applicants will be asked to come in for a short informal interview and to participate in supporting a session as part of the selection process.