**Job Title** Museum Custodian

**Reports to** Senior Custodian

**Job Purpose**

Eton College museums:  [**Museum of Antiquities**](https://www.etoncollege.com/collections/museums/museum-of-antiquities/), [**the Museum of Eton Life**](https://www.etoncollege.com/collections/museums/museum-of-eton-life/), [**the Natural History Museum**](https://www.etoncollege.com/collections/museums/natural-history-museum/) and our galleries are open to the public, free of charge, on Sunday afternoons between 2.30 and 5pm. The Museum of Eton Life and Verey Gallery are also open on Saturdays, 2.30 to 5pm.

The Museum Custodians are required to supervise the safe and secure operation of the colleges three museums and gallery spaces on Saturday and Sunday afternoons throughout the year. Custodians will be required to welcome and interact enthusiastically with visitors of all ages. You will have the opportunity, if you choose, to create engagement materials for visitors and contribute to online engagement with the gallery and museum collections. The ability to operate some flexibility in working times to participate in occasional events at other times such as Eton Action Fair and Family Learning Events would be an advantage.

**Key Tasks and Responsibilities**

* Supervising the safe and secure operation of the museums and galleries during Saturday and Sunday opening hours (three hours per shift, and working days will vary on a rota system);
* Interacting positively and enthusiastically with visitors of all ages;
* Carrying out administrative and maintenance tasks around the gallery;
* Working together with the Senior Custodian and other members of the College Collections team to oversee the museums and galleries, their activities, and resources;
* Commitment and promotion of equality, diversity and inclusion;
* All positions at Eton are classed as ‘regulated activity’ as per the Keeping Children Safe in Education 2022 guidance, therefore a good understanding of safeguarding procedures is essential;
* Commitment to safeguarding and promoting the welfare of children, including by not limited to, completing safeguarding training as required, and ensuring any safeguarding updates issued by the College are read and understood;
* Understand and comply with procedures and legislation relating to confidentiality.

**Skills and Competencies Required**

To be successful in this role, you will be able to demonstrate the following;

* Excellent interpersonal skills;
* Good organisational skills with the ability to manage and prioritise workload;
* A resourceful and flexible approach to work with a positive ‘can do’ attitude;
* A high standard of verbal and written communication skills;
* The ability to interact with visitors and to speak with clarity, confidence and enthusiasm about objects in the collections;
* The ability to work using your own initiative;
* The ability to work as part of a team, being co-operative, flexible and working collaboratively to support your colleagues.

**You may enjoy this role if;**

* You enjoy meeting people, and are welcoming and friendly;
* You enjoy variety in your work;
* You pride yourself on being trustworthy and reliable;
* You are adaptable and flexible;
* You have a keen interest in history / art / conservation / exhibitions

**Working Pattern**

* The working hours for this position will be 6 hours per month to be worked over two Sundays (3 hours per shift), 52 weeks of the year.

**DISCLOSURE CHECKS**

Eton College is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including reference checks with past employers, an Enhanced Disclosure from the Disclosure and Barring Service and, where applicable, a Barred List, Prohibition and EEA checks. If you are successful in your application, you will be required to complete a DBS Disclosure Application Form. Any information disclosed will be handled in accordance with any guidance and/or Code of Practice published by the DBS. The College is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions, reprimands and final warnings (including those which would normally be considered as “spent” under the Act) must be declared, subject to the DBS filtering rules. It is a criminal offence for any person who is barred from working with children to attempt to apply for a position at the College.