**Job Title** Casual Custodian

**Reports to** Senior Custodian

**Job Purpose**

The Custodians are required to supervise the safe and secure operation of the college’s three museums and gallery spaces on Sunday afternoons throughout the year. Custodians will be required to welcome and interact enthusiastically with visitors of all ages. You will have the opportunity to create engagement materials for Sunday visitors and contribute to online engagement with the gallery and museum collections. The ability to operate some flexibility in working times, for example working on some Saturday afternoons and the ability to participate in particular events such as Family Learning Events would be an advantage.

**Key Roles and Responsibilities**

* Supervising the safe and secure operation of the museums and galleries during Sunday opening hours (three hours);
* The ability to cover shifts on Saturday afternoons would be desirable;
* Interacting positively with visitors of all ages;
* Assisting with the creation and delivery of learning and interpretation materials;
* Contributing to online engagement using the museums and galleries social media accounts;
* Carrying out administrative and maintenance tasks around the gallery;
* Commitment to equality, diversity & inclusion;
* Commitment to safeguarding and promoting the welfare of children.

**Skills and Competencies Required**

To be successful in this role, the applicant should have:

* A responsible, organised, friendly and proactive approach;
* A good understanding of spoken and written English;
* Able to interact with visitors and speak with clarity, confidence and enthusiasm about objects in the collection;
* Operate as part of a team and able to work together with the Senior Custodian and other members of the College Collections team to oversee the Museums and Galleries, their activities and resources;
* Commitment to the ethos of Eton College;
* Sound IT skills including Microsoft Office.