

Job Description

This form is used to provide a complete description of the specific job and defines the required skills, knowledge, behaviours, qualifications and experience.

Section A: Job Profile

The job profile provides key information relating to the salary and working conditions e.g. location of a job, along with the current focus of the role and a brief description of the main duties.

Job Details

Job Title:	Collections Assistant
Salary:	£25,583 - £26,403 FTE (£10,233 - £10,561 actual salary 14.8 hours per week)
Grade:	G5
Hours:	14.8 hours per week
Team:	Libraries and Heritage
Service Area:	Oxfordshire Museum Service
Primary Location:	Museum Resource Centre, Standlake (known as the MRC)
Budget responsibility:	None
Responsible to:	Curator of Social History
Responsible for:	No line management

Job Purpose

Supporting the work of the council by:

- Working as part of a team of paid staff and volunteers to deliver and promote public access to the Museum service and the collections in its care.
- Being a role model within, across and outside the organisation, in line with council values and behaviours.*
- Forming part of the Collections pillar team, working with other team members to deliver excellent services

Supporting the work of the Oxfordshire Museum Service:

- by working as part of a team of paid staff and volunteers to promote public access to the service and the collections in its care
- by forming part of the Museum Service Collections team, working with other staff and volunteers to improve our collections care and access
- by working within the wider Heritage Service to support strategic priorities
- by working with partners to enhance the Museums Service offer

Deliver high standards of collections care, management and public engagement:

- applying sector best practise and standards
- developing opportunities of engaging our users with the collections
- supporting activities related to collections care and storage

- maximising our resources and assets for public good and seeking best value, realising opportunities for effective working practises

*The post holder will work in accordance with the Council values and competency framework: [Work for us | Jobs | Oxfordshire County Council](#)

Job Responsibilities

Curatorial support:

- answer public enquiries
- support with engagement projects such as exhibitions and gallery projects
- support with engagement activities including social media and public programming including giving store tours / talks

Collections care:

- assist with preventive conservation tasks
- assist with monitoring environmental conditions including pest management
- moving objects, putting objects away in our store, supporting with packing and preparing objects for transport

Collections documentation:

- assist the Curator and Registrar with collections administration and documentation tasks
- updating of MODEs, our Collections Management System

Other duties:

- Be on rota to unlock / lock up the MRC
- Assist and work with collections volunteers
- Support in the event of a salvage incident

Section B: Selection Criteria

This section provides a list of essential and desirable criteria that detail the skills, knowledge, behaviours, qualifications and experience that a candidate should have in order to perform the job. The selection criteria provide a list of essential (no more than 8-10) and desirable criteria (no more than 4). The criteria are aligned to our [corporate values](#).

Each of the criteria listed below will be measured through; the application form (A), a test / exercise (T), an interview (I), a presentation (P) or documentation (D).

You must provide a supporting statement as part of your application which includes examples and evidence of when you have demonstrated the criteria listed below. You will be expected to address each point separately and in the order listed. If you do not complete a full supporting statement in the requested format your application may be rejected.

Essential Criteria	Assessed By:
GCSE A*-C in English and Maths or equivalent	A
Experience of working or volunteering within a heritage sector setting	A/I
Experience of collections database systems (ideally MODES) or a willingness to learn	A/I

Excellent communication skills and experience of promoting or engaging the public with collections	A/I
Self motivated, able to work independently and show initiative, but also as part of a team	A/I
Effective problem solving skills and ability to work reactively and under pressure	A/I
Demonstrates our OCC values of 'Taking responsibility' and 'Equality and integrity in everything we do'	A/I
Good clerical ability and confident user of Microsoft Office applications	A/I
Understanding of good manual handling practises in collections work and an ability to undertake manual tasks such as moving objects	A/I
Desirable Criteria	Assessed By:
Specific experience of working in an museum environment	A/I
Exeperience or working knowledge of basic preventive conservation	A/I

Section C: Pre-employment Checks

All appointments are subject to standard pre-employment screening. This will include identity, references, proof of right to work in the UK, medical clearance and verification of certificates. Further information can be found here [Pre-employment checks](#)

Additional pre employment checks specific to this role include:

<input type="checkbox"/>	Enhanced Disclosure and Barring Service check with Children's and Adults Barred List	<input type="checkbox"/>	Enhanced Disclosure and Barring Service check without an Adult/Children's barred list check
<input type="checkbox"/>	Enhanced Disclosure and Barring Service check with Children's Barred List	<input type="checkbox"/>	Enhanced Disclosure and Barring Service check with Adults Barred List
<input type="checkbox"/>	Standard Disclosure and Barring Service check	<input checked="" type="checkbox"/>	Basic Disclosure
<input type="checkbox"/>	Disqualification for Caring for Children (Education)	<input type="checkbox"/>	Overseas Criminal Record Checks
<input type="checkbox"/>	Prohibition from Teaching	<input type="checkbox"/>	Professional Registration
<input type="checkbox"/>	Non police personnel vetting	<input type="checkbox"/>	Disqualification from Caring
<input type="checkbox"/>	Other (please specify):		

Section D: Working Conditions

This is a guide to the working conditions and the potential hazards and risks that may be faced by the post-holder.

Health and Safety at Work

You are responsible for your own health, safety and wellbeing, and undertaking health and safety duties and responsibilities for your role as specified within Oxfordshire County Councils Health and Safety Policy. The potential significant hazard(s) and risk(s) for this job are identified below (those ticked).

<input type="checkbox"/>	Provision of personal care on a regular basis	<input type="checkbox"/>	Driving HGV or LGV for work
<input checked="" type="checkbox"/>	Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects	<input type="checkbox"/>	Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or a council vehicle for work purposes)
<input type="checkbox"/>	Working at height/ using ladders on a regular/ repetitive basis	<input type="checkbox"/>	Restricted postural change – prolonged sitting
<input type="checkbox"/>	Lone working on a regular basis	<input type="checkbox"/>	Restricted postural change – prolonged standing
<input type="checkbox"/>	Night work	<input type="checkbox"/>	Regular/repetitive bending/ squatting/ kneeling/crouching
<input type="checkbox"/>	Rotating shift work	<input type="checkbox"/>	Manual cleaning/ domestic duties
<input type="checkbox"/>	Working on/ or near a road	<input type="checkbox"/>	Regular work outdoors
<input checked="" type="checkbox"/>	Significant use of computers (display screen equipment)	<input type="checkbox"/>	Work with vulnerable children or vulnerable adults
<input type="checkbox"/>	Undertaking repetitive tasks	<input type="checkbox"/>	Working with challenging behaviours
<input type="checkbox"/>	Continual telephone use (call centres)	<input type="checkbox"/>	Regular work with skin irritants/ allergens
<input type="checkbox"/>	Work requiring hearing protection (exposure to noise above action levels)	<input checked="" type="checkbox"/>	Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres)
<input type="checkbox"/>	Work requiring respirators or masks	<input type="checkbox"/>	Work with vibrating tools/ machinery
<input type="checkbox"/>	Work involving food handling	<input type="checkbox"/>	Work with waste, refuse
<input type="checkbox"/>	Potential exposure to blood or bodily fluids	<input checked="" type="checkbox"/>	Face-to-face contact with members of the public
<input type="checkbox"/>	Other (please specify):		

Agile Working

All staff may be required to work from a different base or in a different location at some point in the future in line with any Council or school needs. Such changes will be made after proper consultation and shall be deemed to be reasonable after taking into account any personal requirements.

April 2025