

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:	Administrative Support Officer
Salary:	£18,124 - £19,639 pro rata (£26,824 - £29,065 FTE)
Grade:	G6
Hours:	25 hours, 0.68 FTE
Team:	Museum Service
Primary Location:	Oxfordshire Museum, Woodstock
Budget responsibility:	None
Responsible to:	Operations and Site Manager
Responsible for:	None

Job Purpose

To work as part of a team of paid staff and volunteers to promote public access to and enjoyment of the collections in the care of the Oxfordshire Museums Service (OMS) by undertaking a range of administrative duties in support of the work of the service.

The role provides financial support and processing for the OMS but will also provide wider administrative support to the OMS.

This post holder is responsible for ensuring that all relevant County policies and procedures are adhered to and work in accordance with the County Council values and behaviours.

Job Responsibilities

Supporting the Oxfordshire Museum Service by undertaking a variety of administrative tasks:

Financial Administration:

- Procure goods and services, including purchase orders and service orders
- Raise invoices
- Process internal recharges and journals
- Process and bank cash, cheques and card income and donations and complete reconciliation
- Complete card income reconciliation for the museum till system and ticketing platforms
- Support the Museum Service Manager with End of Financial Year tasks, including accruals, receipting and journaling and fees

Programming and audience support:

- Administrative support for our programme including workshop and hire bookings
- Support the administration of the museum diaries and email accounts
- Provide support to the volunteer and front of house teams in respect to administration duties
- Generate and publish data to support reporting and performance tracking

Additional duties including:

- Arrange and minute meetings as required
- To be a nominated key holder and de-alarm/alarm and open/close the site as and when required
- Support visitor operations as and when required, including working Front of House

Please note:

- The post holder will have a flexible and positive approach to the role
- The post holder will be expected to work across all the OMS sites
- There is an expectation for the post holder to work occasional weekends and evenings
- All postholders will fulfil the role of Fire Warden
- The postholder should be willing to be a nominated first aider

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:
GCSEs to include English and Maths or equivalent ie NVQ2 or above or Level 2 Functional Skills in English speaking, listening and communication and Mathematics.	D I
Be a confident user of the Microsoft Office suite including Outlook, Word and Powerpoint	A I T
Be a proficient and confident user of Microsoft Excel	A T
Have experience of ordering goods and services through electronic systems	A I T
Be well-organised with proactive practical approach to problem solving	A I
Good attention to detail	A I
Able to prioritise tasks	A I T
Be able to work effectively in a team, but also have the confidence and demonstrate the initiative needed to work independently without close supervision	A I
Demonstrate commitment to delivering value for money and excellent customer service	A I
Be able to communicate effectively and appropriately in writing and verbally with customers and colleagues	A I T

Desirable Criteria	Assessed By:
Experience of working with schools	A I
Experience of working with booking systems	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:

☐	Enhanced Disclosure and Barring Service check with Children's and Adults Barred List	☐	Enhanced Disclosure and Barring Service check without an Adult/Children's barred list check
☐	Enhanced Disclosure and Barring Service check with Children's Barred List	☐	Enhanced Disclosure and Barring Service check with Adults Barred List
☐	Standard Disclosure and Barring Service check	☐	Basic Disclosure
☐	Disqualification for Caring for Children (Education)	☐	Overseas Criminal Record Checks
☐	Prohibition from Teaching	☐	Professional Registration
☐	Non police personnel vetting	☐	Disqualification from Caring
☐	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).

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

