

THE NORTON PRIORY MUSEUM TRUST LIMITED: JOB DESCRIPTION

TITLE:	Maintenance Officer (part time, permanent)
LOCATION:	Norton Priory Museum & Gardens, Runcorn
RATE OF PAY:	£11,973 Pro Rata, 16 hours per week – 4 half days, including some public holidays and one weekend in four
RESPONSIBLE TO:	The Senior Keeper
JOB PURPOSE:	To ensure high standards of maintenance and safety throughout the museum site.

PRINCIPAL RESPONSIBILITIES:

1. Undertake agreed seasonal programme of routine maintenance across the site, taking due care and consideration for the needs of the Collection, a Scheduled Monument and Grade 1 listed building, and ensure high standards of health and safety for all visitors and staff.
2. Deal with minor defects to buildings and, if instructed to do so, carry out minor repairs subject to specialist advice.
3. Unlock and lock buildings on the site as required following agreed procedures. The postholder will also be on the Trust's Alarm Call Out list.
4. To support the setting up and taking down of exhibitions inside the museum and in the grounds.
5. Undertake ordering and maintenance of adequate supplies and equipment.
6. Undertake training as and when required to ensure the Trust is compliant with relevant health and safety legislation relating to the post.
7. Take an environmentally aware approach to the post, using ecologically sound materials and products wherever possible.
8. Keep worksheets, timesheets and other records as required.
9. Take reasonable care for your own safety at work, the health and safety of other persons affected by your actions at work and cooperate with colleagues in implementing Norton Priory's Health and Safety procedures.

Notwithstanding the detail in this job description, in accordance with the Trust's flexibility policy the job holder will undertake such work as may be determined by the Trust Director from time to time, up to or on a level consistent with the principal responsibilities of the job.

Special Conditions of Employment:-

- This post is offered subject to six months satisfactory probation
- It is a condition of your employment that you do not smoke at work
- Regular weekend, public holiday and occasional evening work are required so that the Trust can respond positively and easily to the needs of visitors. As a general rule, all staff work 12 weekends per year and most public holidays.
- A high standard of service and personal appearance is required of you at all times. You are responsible for any clothing issued to you.
- You are required to be punctual so that you can start work at the agreed time.

