



Waddesdon Job Description

Job Title: Education and Learning Assistant (casual contract)	
Managed by: Head of Learning and Engagement	
Department(s) Learning and Engagement	Location: Waddesdon Manor

Overall Purpose:

Waddesdon Manor is a historic house open to the public. Created by Baron Ferdinand de Rothschild from 1874, it is home to the Rothschild Collection and was bequeathed to the National Trust in 1957. Today is managed by a Rothschild charitable trust, The Rothschild Foundation. It currently welcomes over 450,000 visitors a year to the property.

Waddesdon runs a varied programme of public, family and educational events, covering a broad spectrum from children's tours to special interest days on particular aspects of the collection.

Outline of Role:

We are looking for two casual Learning Assistants to help us grow our schools programme. You will be primarily delivering our popular schools workshops in the house, gardens and Education room to educational groups of all ages and abilities, as part of the Education and Learning Team. You will also work with our team of volunteers and, on occasion, work experience students and interns. You will act as the face of Waddesdon, ensuring that all school visitors have a high quality and engaging learning experience. You will also ensure that the school groups are able to interact in a friendly, relaxed and fun way during the various workshops and activities. It will also be your responsibility to ensure the security, safety and cleanliness of the spaces used to deliver these workshops and activities.

The post is casual, with varying numbers of schools visiting Waddesdon throughout the year, although only during term-time. We will only be looking for one Education and Learning Assistant per school visit, so hours are flexible. School visits are 9.30am to 2.30pm, Monday to Friday.

Key Accountabilities:

- To assist with or lead the delivery of our educational workshops to schools and groups as required during the school term.
- To set up for and tidy up after school visits.
- To liaise with the Education and Learning Team with regards to the safety and security of the site.



- To work with the Education and Learning staff and volunteers to ensure a smooth and high quality visit for school groups.
- To liaise with the other Education and Learning Assistant to ensure each school visit is supervised.
- To be responsible for the schools experience and safety during their visit.

Terms & Conditions

- Hours: Flexible on a casual basis, Monday to Friday
- Hourly rate: £9.00 per hour
- The post holders will be required to undergo Enhanced DBS checks
- Free parking

Additional Information

- Closing date for applications 11pm Friday 14th June
- Interview date: Friday 21st June