

Role Title: Schools Support Volunteer

About the Opportunity

The Ashmolean Museum is seeking to recruit a small team of regular volunteers to assist our formal learning team in creating a really welcoming experience for schools. In supporting this, volunteers will contribute to the Schools Programme of in-gallery teaching.

Working with the Schools and University Engagement Assistant and the Session Leader team, the volunteers will support school visits. They will be based onsite at the museum. All relevant training will be provided, and volunteers will be supervised and supported by departmental staff.

The volunteer role will involve:

- Meeting and greeting schools as they arrive and showing them relevant spaces and resources.
- Checking and maintaining resources for self-guided school visits.
- When requested, supporting in-gallery facilitated or self-guided sessions, helping teachers or school support staff to find their way to, from or during sessions when they need to locate facilities such as lifts or toilets.
- Supporting object handling within sessions as required by the session leader.
- Supporting organisation and distribution movement of session resources as required by the session leader.
- Liaising with the Session Leader and/or nearby Visitor Experience Staff about any concerns regarding the smooth and safe running of the session.

About Formal Learning Support Volunteers:

- You will be friendly and personable
- You will be confident and clear
- You will be familiar with working with children
- You will be happy supporting the session leader, as required
- You might have a keen interest in museum learning, though this is not a requirement for this role.

Why volunteers might enjoy this role:

The opportunity to:

- Join a friendly team within the Ashmolean Museum.
- Contribute to a vibrant busy programme where every day is different.
- Gain experience in working with schools from early years to 6th form
- Learn about teaching, object and enquiry-based learning and the joy and wonder children bring with them to the museum.
- Be involved in growing minds and sharing the Ashmolean Museum's incredible collection with thousands of children.

Timings:

Sessions will happen on weekdays, according to when there are school bookings. Volunteers will be needed between 10am and 2.30pm. On occasion volunteers might be asked if they can volunteer beyond these hours. Regular half day and/or full day volunteering opportunities are available, e.g. 10am-12pm, 12.30-2.30pm, 10am-2.30pm.

Training:

The role induction will be held on the morning of Friday 22nd May, 9.30-11.30. There will then be ongoing training offered as required, including object handling training.

Other information

- Volunteers can claim travel expenses up to £5 per volunteering session.
- This role is open to volunteers aged 18+.
- Volunteers who help in the morning and afternoon will get a short lunch break.
- Volunteers new to onsite GLAM volunteering will need to be registered on the Volunteer Service mailing list (MyImpactPage.com), and the Volunteer Service will need to have received two references and done an ID check before volunteers can start in this role. We will send more details about this if relevant. The role does not currently require any additional checks.

Next steps...

The Ashmolean Volunteer Manager, Ruth Farnan, hopes to invite as many people as possible to **informal 'interview' slots at the museum during the week commencing Monday 4th May** but may not be able to involve everyone this time.

If you are interested in getting involved, then please [complete a Microsoft Forms form by following this link](#). It will ask you to:

- Indicate when you could potentially attend an informal 'interview'
- confirm your availability to attend training on Friday 22nd May
- briefly tell us (max 200sh words) why you're interested in the role

If sending a video or voice recording would make it easier for you to apply, then you are welcome to email one to Caroline at volunteering@glam.ox.ac.uk – just make sure you include all of these points!

The deadline to apply is **Sunday 26th April**. Caroline will then share expressions of interest with Ruth, who will get in touch directly.

Please contact Ruth if you have any questions or would like to discuss the role in the meantime: ruth.farnan@ashmus.ox.ac.uk.

Information will be kept in accordance with our [Data Retention Schedule](#).