

MUCH WENLOCK TOWN COUNCIL

JOB TITLE: GUILDHALL CUSTODIAN

Person Specification



| Area | Essential | Desirable |
|-----------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------|
| Educational Qualifications | Good level of general education including GCSE English and Maths at Grade C or above | |
| Experience | Experience of working in a face-to-face customer service environment Experience of handling sales Supervisory experience | Experience of customer service in a heritage setting Experience of organising small exhibitions |
| Knowledge | Enthusiasm for and interest in local history Basic knowledge of history of Much Wenlock | Knowledge of local area and tourist attractions |
| Administration and Finance | Numeracy skills Cash handling experience Experience of record keeping and stock control | Experience of sales and card payments |
| Communication | Approachable, courteous and friendly manner Confident approach Ability to communicate well with members of the public | |
| IT Skills | Basic computer skills, including Word and Excel | |
| Personal Qualities | Ability to work independently and use initiative | |
| General | Willingness and confidence to work alone and take responsibility for Guildhall and visitors Willingness to work at weekends and on bank holidays on a rota basis | Willingness to occasionally help organise and participate in functions |