

## Schools and Early Years Manager (Maternity Cover)

The Postal Museum is one of the newest and most exciting museums in London. We opened in 2017 and have already established the museum as a must-visit destination with award-winning experiences. Alongside hands-on exhibitions exploring over 500 years of British social and communications history, visitors can experience a subterranean ride through the tunnels of the old Post Office Underground Railway – Mail Rail. The museum welcomes over 160,000 visitors and our online content reaches almost a million users a year. We deliver award-winning learning, access and outreach programmes and provide unique experiences including popular Tunnel Walks under the streets of London. The museum also operates a children's play space – Sorted! – popular with young families and schools. Alongside all this we offer one of the most unique venues in London for corporate hire and filming.

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**Based:** Central London

**Salary:** £32,000 to £34,000 p.a. depending on experience

**Hours:** Full-time, 35 hours per week.

**Contract:** Fixed-term contract – 13 months.

**Probation Period:** 3-months

**Reports to:** Head of Exhibitions, Access and Learning

**Responsible for:** Schools and Early Years Programme Producer, 2 x Learning Facilitators, and contractors / consultants / volunteers.

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### Who We Are

The Postal Museum tells the story of postal communication and its impact on a global society

### Who We Do

We use our collection to explore stories around communication, and to inspire everyone to make richer and more meaningful connections in their lives

### Our Values Are

- Openness
- Generosity
- Innovation
- Curiosity
- Playfulness

### We Will

- Be open and generous in spirit and action
- Deliver innovation
- Communicate our stories with clarity and playfulness
- Be curious about people's stories and experiences

## **PURPOSE OF THE JOB**

The Schools and Early Years Manager (Maternity Cover) will work within The Postal Museum's Exhibitions, Access and Learning Team. The post holder will be responsible for all aspects of the museum's schools and early years programmes. This includes planning, developing, delivering and evaluating a high-quality programme of activities and resources for teachers and students in primary schools and SEND schools and seeking opportunities to engage Secondary school audiences. The role serves to increase access to and learning from The Postal Museum's collections and engage new audiences. In 2022/23 the Maternity Cover role will have a specific focus on launching a new programme for Under 5s, developed in collaboration with community partners to engage local families, benchmarking and researching a new SEND schools programme and project-managing a funded Maths programme for Reception and KS1.

Starting in July 2022, the Maternity Cover role will have a handover period of approximately two months with the Schools and Early Years Manager.

## **EXPERIENCE**

### ***(Essential criteria)***

- Experience of line managing staff and volunteers.
- Experience of monitoring and supervising freelance staff and volunteers to meet programme objectives.
- Experience of developing and / or implementing strategies and action plans.
- Project management experience, including development of educational programmes from inception to delivery (e.g. planning, budgeting, monitoring, evaluation and reporting).
- Financial management experience, including setting and managing budgets.
- Experience of working collaboratively within project teams and partnership work.
- Experience of working with or in schools gained in a teaching or museum learning role.
- Experience of working with early years children in a teaching or museum learning role.
- Experience of developing high-quality learning sessions and resource materials for pupils and teachers.

### ***(Desirable criteria)***

- Experience of working in a museum or heritage organisation.

## **SKILLS/ ABILITIES**

### ***(Essential criteria)***

- Ability to motivate, co-ordinate, and lead a multi-disciplinary team.
- Flexible, positive attitude and ability to work on own initiative.
- Excellent interpersonal, team-working and customer service skills.
- Excellent written, verbal communication skills, and presentation skills.
- Excellent organisational, administrative and project management skills.
- Strong IT skills, including Microsoft Office (Word, Excel, PowerPoint and Outlook).

- Ability to work under pressure, prioritising to meet deadlines.
- An in-depth knowledge of the National Curriculum and other statutory education requirements across Key Stages 1 to 4.
- Knowledge and understanding of audience development and community engagement within the museum and heritage sector.

***(Desirable criteria)***

- Ability to carry out light manual tasks such as moving handling objects.

## **JOB DESCRIPTION**

### **Key Responsibilities and Duties**

- Recruitment and management of all staff, freelancers, contractors and / or volunteers required to deliver the schools and Under 5s programme, including:
  - Management of Schools and Early Years Programme Producer to lead, develop and deliver schools programmes for EYFS, KS1 and KS2 and new under 5s sessions.
  - Management of Learning Facilitators to deliver schools programmes on-site in the museum, virtual sessions, Outreach in schools and support family activities.
  - Management of external contractors and freelancers to deliver schools projects and resources.
- Implementing the action plan for the development and delivery of The Postal Museum's schools programme (2022 - 2023) including:
  - Continued management and development of a range of, high-quality, curriculum-linked learning programmes for EYFS, KS1 & 2 to be delivered on-site within The Postal Museum and Mail Rail.
  - Continued management of virtual sessions, working collaboratively with partners (e.g. Penguin Random House and Royal Mail Group) to reach primary schools across the UK.
  - Working with Schools and Early Years Programme Producer to implement a creative content development approach for schools programmes working with museum colleagues across departments to increase access to our collections.
  - Working collaboratively with external organisations and educational partners (e.g. Into University and Inspire! Business Education Partnership) and seeking opportunities to take part in national and local initiatives and schools events.
  - Researching and benchmarking an offer for SEND schools supported by Schools and Early Years Programme Producer and Learning Facilitators to be launched for September 2023.

- Project Management of Sort It! a 3-year Maths programme for schools funded by The Portal Trust.
- Project-managing Home Educator days to achieve income target (6 per academic year).
- Delivering teacher engagement including CPD events, teacher networks and events, and familiarisation visits and ongoing consultation with teachers from local schools.
- Managing The Postal Museum handling collection working with colleagues in the Exhibitions, Access and Learning team to catalogue, collect and store the collection and acquire new objects.
- Marketing schools programmes including working with Marketing and Communications team to write website updates, hard-copy and online content.
- Periodic review of progress against and content of the schools action plan, including in line with any updates / changes to organisational strategy.
- Development and launch of a programme of activities for early years children aged under 5.
  - Development of a network of community partners to consult on development of programme activities.
  - Project-manage the development of pilot activities to be delivered in the museum, and as Outreach in community spaces, for families referred to the museum through community partnerships.
  - Project-manage the development of under 5s sessions bookable by families, to be delivered in the museum.
- Ensure agreed targets for schools programme are achieved, including:
  - Numbers of school students and teachers engaged with on-site and virtual; percentage uptake of available school sessions; download numbers for learning resources; and numbers of school students and teachers engaged with in Outreach activities.
  - Implementing Schools Evaluation toolkit, actively reviewing teacher feedback and supporting Schools and Early Years Programme Producer, Learning Facilitators and volunteers to respond to feedback.
- Managing the operational model for the schools programme for the 2022-23 academic year, including:
  - Reviewing school bookings with Box Office team ensuring targets for on-site, virtual and outreach are achieved.

- Working with Schools Team and Visitor Experience Team to manage the logistics of school visits at The Postal Museum and Mail Rail, including attending staff briefings, training Hosts and supporting school visits as required.
- Ensuring compliance of the schools programme and school visits with current health and safety and safeguarding legislation, including completion of risk assessments and adherence to The Postal Museum's Child Protection Policy.
- Following The Postal Museum's Access Policy to ensure learning provision is physically and intellectually accessible for different audiences.
- Manage, recruit and train schools volunteers supported by Volunteering Manager.
- Train to deliver onsite and virtual sessions so as to be able to cover delivery in the event of planned or unexpected staff absences.
- Some planning for the operational model for the schools programme for the 2023-24 academic year.
- Working with Head of Exhibitions, Access and Learning to collate data and undertake ongoing and end of project evaluation of schools programmes, including collation of statistics for monthly, quarterly and end-of-year reporting;
  - Actively review teacher feedback and numbers of school students and teachers engaged through on-site, virtual and outreach workshops.
  - Support Schools and Early Years Programme Producer, Learning Facilitators and volunteers to make changes and improve schools programmes and logistics in response to feedback.
  - Regularly reporting on key findings from evaluation to Exhibitions, Access & Learning Team, and other teams within The Postal Museum, as necessary, and ensure this feeds into development of future activities.
  - Delivery of all commitments and reporting to current funding partners, including The Portal Trust.
- Supporting colleagues in the Exhibitions, Access and Learning Team with delivery of their duties and responsibilities
- Any other ad hoc duties as required by the post-holders Line Manager.

## **WORKING CONDITIONS**

This position may require an enhanced DBS check which will reveal any unspent convictions. A criminal record may not necessarily be a bar to placement, as any decision will be treated on its merits and individual circumstances subject to the museum's overriding obligations to protect the children and vulnerable adults in its charge, members of the public, the safety of the museum's staff and the Collection.

The postholder will be expected to monitor and report on their work as directed by their line manager. The postholder will be expected to pick up ad hoc duties as required. Flexible working options are available including some remote working.

Occasional weekend and out of office hours working may be required. The postholder will be expected to work to office guidelines on handling, health and safety, lone working, etc. as advised, taking responsibility as appropriate.

All staff have access to a range of employee benefits including a cycle to work scheme, employee assistance programme and a range of discounts from retail and entertainment to health and wellbeing.

**TO APPLY:** Please send your completed application form and the equal opportunities form to [applications@postalmuseum.org](mailto:applications@postalmuseum.org)

**CLOSING DATE:** Wednesday 29 June 2022