

FROM SUPPORTING PASSIONS TO BUILDING CAREERS

TONBRIDGE ONLY CONNECT



TONBRIDGE
SCHOOL

Volunteer Gallery Steward

Tonbridge School is one of the leading boys' boarding schools in the country and is highly respected, both here and internationally, for providing a world class education.

Tonbridge School is situated on a campus of 150 acres in the town of Tonbridge in West Kent. The town is frequently ranked within the top 20 "best places to live" in the UK, based on the results of the annual Halifax quality of life study which looks at a range of factors including health, earnings, crime rates and life expectancy. The school is placed at the top of the High Street of the town and is surrounded by outstandingly beautiful Kent countryside.

At Tonbridge, our pupils are encouraged to be creative and intellectually curious; to approach new opportunities with confidence; and to learn to think for themselves while being mindful of the needs and views of others, and our staff are at the heart of our success.

We have developed a strong culture of community, collaboration and best practice, and all of our staff are encouraged to participate fully in the life of the school and to enjoy our beautiful grounds and facilities. In the words of the great novelist and Old Tonbridgian, E. M. Forster: 'Only Connect'.



JOB DESCRIPTION

Job Title	Volunteer Gallery Steward – Old Big School
Reporting to	Gallery Administrator
Main Purpose	To supervise artworks and monitor public visitors, both internal and external during the exhibition's run.

MAIN DUTIES AND RESPONSIBILITIES:

- To steward for 1-2 sessions per week (a session is 4 hours) during the exhibition's run.
- Assist in keeping the artwork safe by monitoring the gallery.
- Turn on and off any TV monitors/MP3 players/electrical devices being exhibited if relevant.
- Report and suspicious incidents to Security.
- Record the number of visitors and provide basic information to the public and visiting schools.
- Undertake any other duty as required by the Gallery Administrator.

CONFIDENTIALITY

The successful candidate must maintain the confidentiality of information regarding the School, its staff and its business. Information must not be communicated to other persons either in or outside the School except in the recognised course of their duties.

CHILD PROTECTION

The post-holder's responsibility for promoting and safeguarding the welfare of children and young persons for who he or she is responsible, or with whom he or she comes into contact will be to adhere to and always ensure compliance with the School's Safeguarding and Child Protections Policy. If in the course of carrying out the duties of the post the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the School he or she must report their concerns to the Designated Safeguarding Lead or to the Headmaster.

PERSON SPECIFICATION

This post would ideally suit someone who communicates well with others, has an interest in Art and is able to commit to a minimum of 4 hours per week.

HOURS OF WORK

4 to 8 hours per week during an exhibition's run.

VOLUNTEER GALLERY STEWARDS WILL BE:

- Provided with an induction tour of the Gallery, where the procedures for invigilating will be explained
- Given a Curator Tour at the start of each exhibition, to give a deeper insight into the works
- Invited to the opening of the exhibition and lectures relating to OBS Gallery
- Reimbursed for travel expenses upon production of receipts, at the end of the exhibition run
- Lunch in the Lowry Dining Room whilst invigilating.

Tonbridge School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to any post, including checks with past employers and the Disclosure and Barring Service.

SUBMITTING AN APPLICATION

All CVs, applications and questions should be sent to hrdept@tonbridge-school.org.

Full details and an application pack may be found on Tonbridge School's website at:

tonbridge-school.co.uk/jobs

01732 365555

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