

Schedule of Work – Museum in the Park

Front of House Manager

Every Tuesday and Wednesday and the equivalent of one and a half weekends in every 4 week period, subject to arrangement of the rota

Over four weeks this equates to:

- 21.5 hours per week

Working hours are:

- 09:00-17:00 Tuesday-Wednesday; 10:00 – 17:00 Saturday, Sunday & Bank Holidays

Within the above hours the post holder has one hour and 18 minutes per week to enable a handover with the other Front of House Manager at intervals to suit the requirements of the post. This equates to 5hrs 38 minutes per month, 67hrs 36min per year.

Other conditions:

- Front of House Managers must work and/or arrange cover for bank holidays (Easter Monday, May x2, August Bank Holiday & New Years Day). These dates are exclusive of the grade.
- Front of House Managers/Casual Duty Managers are paid for lunch on weekends and bank holidays as they are required to remain on site.
- Weekend working is set out over a four-weekly cycle.
- The Museum is shut in December when staff undertake deep cleaning. During this period hours are consolidated into Monday-Friday.
- Flexibility and an ability to cover the hours of colleagues on sick or leave is welcomed.