



JOB DESCRIPTION

Archivist – St Paul's School

Department Library

Line Manager The Librarian (term time); Development Manager (school holidays)

Background to the role

The school's archive collection is comprehensive and covers the whole history of the school from its foundation in 1509 to the present day, comprising reports on the running and achievements of the school as well as a wealth of information on and artefacts from Paulines and their teachers. The Old Paulines Club (OPC) maintains its own archive on site, and part of the work will involve providing advice and support to the OPC. This will be discussed further at interview. St Paul's Juniors (formerly Colet Court) also has its own archive.

To date, the school's archive has been managed by a small team of committed volunteer library staff under the supervision of the Librarian who have maintained and organised the collection. We have identified the need to do a thorough review and assessment of the archive collection with a view to professionalising this area of work in our historic school.

We are looking for a hardworking, enthusiastic and able person with significant archive experience to work, 'from the ground up' on our archive policy, on accession and on access, to put in place a structure and system fit for the twenty-first century.

RESPONSIBILITIES

The Archivist is responsible for the preservation, administration, promotion and exploitation of the St Paul's School physical and (we hope) digital archive. The purpose of the role is to select, preserve, arrange and catalogue the collection; to answer enquiries from both within and outside the School community; and, importantly, to promote the collections through exhibitions, presentations, tours and other community activities, making them available for the purposes of school administration, historic research, and alumni and outreach activities. Widening access will see the archive increase its contribution to teaching and learning within the School.

Key working relationships include the Director of Teaching and Learning, Library assistants, Old Paulines Club archivist, St Paul's Juniors archivist.

Accession, artefacts and catalogue

1. Identify, sort and classify archive material for preservation and retention, including the arrangement of conservation services where necessary. The current collection includes both



archival and non-archival material, as well as some duplication of items, which will need to be addressed before cataloguing can begin.

2. Catalogue existing records and new accessions: the creation and management and maintenance of up-to-date structured finding aids, classification systems and access points on appropriate archive software, ensuring that international descriptive standards are followed.
3. Devise and implement an archival policies and procedures framework to cover the following areas:
 - Archive and collections policy
 - Access policy
 - Digitisation strategy
 - Accession register
4. Work closely with the OPC archivist, and the SPJ archivist, to harmonise the management of the three on-site collections.
5. Appraise potential donations of material and processing and re-packaging any new additions. Encouragement of potential donors and depositors of archive material, including oral history/archive material.
6. Contribute expert advice to an assessment of the current archive storage arrangements, and produce recommendations for any changes required.
7. Liaise with potential donors and depositors of archive material.

Academic engagement and work with the Community

8. Respond to enquiries from alumni, staff, pupils and members of the public, both in person and remotely and record these enquiries.
9. Promote the Archive through exhibitions, talks and collaboration with teaching staff and the Kayton Library. It is an ambition of the school that archive material be used to enrich the curriculum and engage our wider community as part of the termly St Paul's events programme put together by the External Relations team.
10. Create and publicise a regular programme of exhibitions from the Archive's holdings, to bring the history of the school to life for students and visitors.
11. In concert with the School Librarian, find innovative and effective ways to use a variety of communications channels, including blogs and social media, to promote the collections and engage users.
12. Work with students to develop their skills in archival research.
13. Undertake research into specific items and topic areas as agreed with the Librarian and Director of External Relations/ Development Manager, including the production of a timeline of the School, with important dates for future celebrations and recognition. Previous research projects have included work for the celebrations of our Quincentenary and of fifty years in Barnes, and for the commemoration of Paulines' in the First World War.
14. Record engagement with Old Paulines and parents (via Raiser's Edge software), and to work closely with the External Relations team on any potential funding opportunities.
15. Supervise and direct the work of the library assistants where they are needed in the archive.



16. Maintain all required health and safety documentation for the archives, including disaster recovery and evacuation plans

General

17. Undertake other duties relevant to the post as may be required from time to time.
18. All staff have a responsibility and duty of care to safeguard and promote the welfare of pupils. Staff must be aware of the systems within the School which support safeguarding and must act in accordance with the School's Safeguarding & Child Protection policy and Code of Conduct. Staff will receive appropriate child protection training which is regularly updated.

PERSON SPECIFICATION

Essential

- a good first degree in a relevant subject;
- a postgraduate qualification in archives and records management recognised by the Archives and Records Association;
- significant experience of managing an archive, including work with digital material;
- excellent IT skills and competence in automated cataloguing to modern archival standards;
- good written and oral communication skills;
- the ability to plan for the future and coordinate activities, establish priorities and meet deadlines;
- the capacity to work independently under own initiative, as well as part of a team;
- hard-working and enthusiastic.

Desirable

- experience of managing others;
- experience of marketing archives.

TERMS AND CONDITIONS

This is a fixed term post for two years in the first instance.

Hours of work

This is a full-time post (not term time only).

Holidays

25 days per annum plus 8 Bank Holidays. Annual leave should usually be taken during School holidays (term dates can be found here: <http://www.stpaulsschool.org.uk/info/term-dates>)

St Paul's School Vacancies



NB: The School normally closes for a period over Christmas, the dates of which are agreed by the Executive Team every year. This closure period may result in additional non-working days, however this is non-contractual and does not affect annual leave entitlement.

Salary

£29,000 per annum

Benefits

- After one years' service, part remission of fees at St Paul's School / St Paul's Juniors for children of employees (subject to competitive entry procedures). Please note that remission of school fees is not a contractual entitlement. The Governors reserve the right to vary the rate of remission or to withdraw it altogether.
- Free daily hot lunches provided in the School dining hall, including vegetarian options. Coffee, tea and supplies for hot drinks supplied throughout the day.
- Free parking on site.
- St Paul's employee bicycle scheme, whereby a bicycle suitable for commuting will be supplied, or the cost of purchase reimbursed, by the School to the value of £500.
- Use of sports facilities, including swimming pool and gym, and use of staff changing rooms.
- Stakeholder Pension Scheme.
- Death in Service benefit.
- Employee Assistance Programme, an independent, free and confidential advice service that can offer both practical advice and emotional support.
- Policy for funding external professional development, and reimbursement of relevant professional membership fees.
- After 5 years of employment, annual leave entitlement increases to 27 working days (or pro rata equivalent). This increases to 30 working days (or equivalent) after 10 years of employment.

January 2019