



ST PAUL'S SCHOOL

Est. 1509

St Paul's is a selective Independent Day School for boys aged 13-18, occupying a superb 45-acre site on the south bank of the Thames, west of Hammersmith Bridge. St Paul's School excels academically at both A level and GCSE, with some of the highest national scores, but it is the work beyond the curriculum that excites both students and teachers alike.

ARCHIVIST

Commencing ASAP
Fixed term contract for 2 years

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.

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.

*Salary: c £29,000 per annum
This is a full time post.*

Further details and an application form can be obtained from the School's website:
www.stpaulsschool.org.uk via the 'Vacancies' link, or by email on
HumanResources@stpaulsschool.org.uk

The closing date for all applications is 12.00pm Friday 18 January 2019.
Interviews will take place in the week commencing 28 January 2019.

St Paul's School and St Paul's Juniors are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. Applicants will be required to undergo child protection screening appropriate to the post including checks with past employer and the Disclosure and Barring Service. St Paul's School and St Paul's Juniors are an equal opportunities employer.

St Paul's School, Lonsdale Road, London SW13 9JT