



The Haberdashers' Aske's Boys' School
SCHOOL ARCHIVIST - PART-TIME

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Role: Part-time Archivist

Reporting to: Head of Libraries and Archive

Overview: The post-holder is responsible for all tasks necessary to ensure the smooth running of the school archives, in support of the Head of Libraries and Archive who will oversee your work. The post will ensure the operation, development of the School archives, with responsibility for the acquisition, organisation, dissemination and exploitation of resources appropriate to the needs of the school community as a whole, which include the wider school community, alumni, donors, former and current pupils and staff

Hours: Term time only, 15 hours per week, 2 days subject to agreement with the Head of Library and Archives, including one hour unpaid for lunch.

Role will include but not be limited to the following duties:

Responsibilities

General Duties

- Promoting and safeguarding the welfare of children and young persons for who you are responsible and with whom you come into contact.
- To collect, catalogue and store (using archive software) records of the life of the school, Old Haberdashers (OHs), former staff, the school grounds and buildings, and the history and events therein for posterity and use by a variety of users.
- Mediating between users and resources to enable these resources to be of use to those who enquire information from the school.
- To evaluate what items are to be considered for preservation and retention.
- To catalogue collections in such a manner which ensures their integrity and to consider access requirements.
- To prepare record-keeping systems for document retention, retrieval, use and destruction, and procedures for archival research to facilitate information to staff, students and external persons.
- To help promote the use of the Archive for the curriculum (e.g the History dept, but not exclusively this dept) or use outside the curriculum (eg OH and CCF events).
- To assist and write articles, arrange exhibitions, talks and visits as required.
- To answer queries in a timely manner.

Archive materials and ongoing projects

- 'Skylark' school magazine. A major project for the archive is the digitisation of the official school magazine. The end goal is to have a text-searchable digital repository of every Skylark magazine (1903 - present)
- Historic photographs. Cataloguing and storing the many photographs taken at Haberdashers'. Many of these are old and fragile and need storing properly to prevent further degradation.
- Information cards in the archive's card index. Long term project to convert to a database format.
- Materials related to the school when it was located at Hoxton/Hampstead, ongoing cataloguing and database entry.
- Uncatalogued material, assessment and cataloguing required.

Other miscellaneous responsibilities include:

- Preparation of budget and management of finances for your section in consultation with the Head of Libraries and Archive.
- Work in the main library during the Boys' lunchtime.

Liaison and Co-ordination

- To liaise with others eg the Director of Foundation concerning donors, donations and gifts to the Archive, and on events for the wider school community.
- To liaise with the post holder at the Girls' School, and the Archivist for the Worshipful Company of Haberdashers.

Person Specification

Qualifications and Experience

- Professional qualification in archives or library/information studies, educated to degree level is desirable
- Familiarity with Data Protection and intellectual property rights, as they apply to archives and data retention and storage guidelines.
- Schools or College archive experience is desirable but not essential.

Skills

- Excellent interpersonal and communication skills, and the ability to interact with people at all levels
- The ability to use personal initiative in a confident, assertive, courteous manner
- High level of proficiency in IT skills, of using electronic and web-based resources, special collections software and library management systems
- Demonstrable understanding of developing standards and practices in digital information management and preservation, metadata, and digital information technologies
- Awareness of modern archive cataloguing and resource discovery techniques, and an understanding of how to put them into practice
- Demonstrable experience of working with web technologies, a good understanding of their potential and an understanding of accessibility and usability for best practice
- The ability to oversee large groups of students with fairness and authority
- Budget management
- Very good levels of literacy and numeracy
- Organisational skills, attention to detail, ability to organise and prioritise work

- Ability to manage and prioritise work
- Ability to work under pressure
- Presentational skills

Attributes

- Tact, discretion and assurance
- Innovative
- Approachable
- Discipline and an ability to insist of the highest standards in themselves and others
- Ability to work as part of a team
- Loyalty, energy, articulacy and diplomacy.
- Adaptable and proactive attitude
- Friendly and highly professional approach to pupils, parents, staff and members of the public
- Appreciation of, and sympathy for, the objectives of an independent school
- A willingness to be involved in the wider life of the school

Training

- Preparedness to undertake training and development, as required, particularly in relation to the introduction of new technologies.

Information Technology

- Conduct a full review current IT provisions within the Archives, and implement a system for ensuring full compliance

Terms and Conditions

Salary up to Point 21, £28,207 per annum, pro rata according to the hours worked, subject to skills and experience. The pro-rated salary would be up to £8,974 per annum.

Holidays

This is a term time only post with all holidays to be taken during school holidays.

Benefits

Currently the School offers a wide range of benefits to staff, including:

- A strong commitment to professional development, with a substantial budget for whole school training and individual courses. Support is given for sabbaticals, post-graduate degrees and other relevant qualifications;
- Enrolment into the School's pension scheme, with 12% employer contribution, based on 5% individual contribution
- Group Life Assurance (4 x salary);
- Free lunches, other meals and refreshments;
- Free parking on the School campus;
- Free coach travel on the service provided by the School (subject to availability);
- Tax free bicycles for work through the Cycle to Work Scheme;

- Free use of the state-of-the-art Medburn Centre including fitness suite, swimming pool and squash courts, including free training programmes and advice from the School's Fitness Coach;
- Employee Assistance Programme

Miscellaneous

Candidates should note that all appointments are subject to a satisfactory medical disclosure, an enhanced check with the Disclosure and Barring Service and such other pre-employment checks as the School is required to complete.

The site is not served by public transport and the candidate must have his/her own transport; free parking will be provided.

The School has a strong commitment to the professional development of all staff and it is a condition of employment that all colleagues participate in any scheme of appraisal and professional development in force. The school is an equal opportunities employer.