



ST ALBANS
SCHOOL

SCHOOL ARCHIVIST

FOR SEPTEMBER 2018



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St Albans School is among the most ancient educational foundations in the world and can trace its history back to its foundation in 948AD. After the dissolution of the monasteries, the School's activities were temporarily suspended before its re-founding in 1570. This was made possible by Queen Elizabeth I's grant of the wine licences for the borough of St Albans to Sir Nicholas Bacon, Lord Verulam and Lord Keeper of the Great Seal, who used the income to pay the annual salary of the Master of the School. For 300 years the School flourished in the Lady Chapel of the Abbey, until in 1870 it moved to occupy the Great Gateway of the Abbey and the beautiful adjacent site overlooking the remains of the Roman City of Verulamium. The School has not, therefore, been a Church Foundation since the Reformation, but its historical links with the Abbey have naturally helped to shape its character, and the School still meets for Assembly in the Abbey twice a week.

For much of the twentieth century the School was a Direct Grant school but is now fully independent: the current Headmaster, like his recent predecessors, is a member of the Headmasters' and Headmistresses' Conference (HMC). The present school roll is c.850 with a Sixth Form of over 300, and the teaching staff numbers some 100.

The School has a fine reputation for academic achievement, for success in university entrance and for achievement thereafter. Distinguished Old Albanians include Professor Stephen Hawking, Professor Lord Renfrew, formerly Master of Jesus College, Cambridge, and Dr John Barber, formerly Vice Provost of King's College, Cambridge. Academic standards are consistently very high: the proportion of A levels graded A*, A or B has been above 90% for the past seven years, and 2017 saw a record achievement with A* grades (34%). At (I)GCSE the annual expectation is of well in excess of 80% A* and A grades. Further information about examination results can be found at <https://www.st-albans.herts.sch.uk/information/#exam-results>.

The School believes that a good education comprises so much more than just academic work and intellectual development. Significant emphasis is placed on wellbeing with pastoral care organised by year groupings: the warmth and friendliness of the School community is one of its great strengths and distinctive features. The co-curriculum plays a vital role in developing skills and qualities in preparation for adult life: there is a thriving CCF and an extensive partnership scheme with local state-maintained schools. The School has an outstanding record in the Duke of Edinburgh's Scheme. Please visit <https://www.st-albans.herts.sch.uk/about-us/aims-ethos/> for further information about the School's motto, ethos, aims and vision.

There has been a great deal of investment in buildings and facilities over recent years. In 2002 the School opened extensive new sports grounds, Woollams, on a 70-acre site on the northern outskirts of the city: the School uses some 45 acres and the Old Albanian Sports Association is the tenant of the remainder. The School competes at a very high level in all the major sports and in cross country has a national reputation. The School owns a well-equipped Field Study Centre, Pen Arthur, in the Brecon Beacons.



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The latest additions to the School campus include a new Sports Centre (with swimming pool, sports hall, fitness centre, dance studio and climbing wall) and the purchase of a large building (Aquis Court) on an adjoining site which has been converted into a superb Art School, Sixth Form Centre and a suite of classrooms. The Hall is currently undergoing the first phase of a major refurbishment programme, the main feature of which is the construction of a new Music School. The construction of a new £5m faculty building for Mathematics begins in April 2018. There is a rolling programme of refurbishment of academic departments: many classrooms have been revamped in recent years.

The School is heavily oversubscribed at all levels of entry. The main ages of entry are 11 and 13 for boys, and girls and boys are admitted into the Sixth Form. Scholarships are offered at all ages of entry, and the School is able to provide assistance to some families, in cases of proven need, from its own bursary fund. Entry at 11+ is by interview and competitive examination. At 13+, offers of places conditional on Common Entrance are made following a preliminary assessment in Y7. Entry into the Sixth Form is by interview and conditional upon GCSE results.

St Albans is a beautiful Cathedral city, with a lively cultural life, surrounded by countryside but only 20 minutes from London by train, with easy access to motorways and airports. It is a relatively affluent area on the edge of a densely populated conurbation with areas of affordable property within easy travelling distance.



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The vacancy arises as the result of a restructure of the Development team. As one of the oldest schools in Europe, it is vital that St Albans School conserves, maintains and develops its historic records. The School Archivist will ensure the conservation, maintenance, management and development of systems and storage for St Albans School archives. They will also provide some administrative support to the Development Office when required.

This exciting opportunity will particularly suit a candidate with a proven record of accomplishment in archive management work.

Essential Qualities

- Relevant diploma or other postgraduate archive management qualification and experience
- Highly organised, methodical with excellent attention to detail.
- Good general standard of education, particularly in Mathematics and English.
- Excellent computer skills including: manipulating Excel spreadsheets, and general experience of Microsoft Word, Outlook and Publisher.
- Ability to manipulate and update a CRM database.
- Excellent interpersonal skills: able to communicate effectively both verbally and in writing with people of all ages.
- Ability to prioritise own workload and work flexibly, and at times under pressure, meeting deadlines.
- Ability to establish and maintain office administration systems.
- Excellent written communication skills.
- Strong personal skills including quiet persistence, gentle persuasion and enthusiasm.
- Self-motivated and confident with ability to work on own initiative.



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JOB DESCRIPTION: SCHOOL ARCHIVIST

Reports to: Alumni Relations and Development Manager
Department: Development Office

Key Responsibilities

The role embraces a broad spectrum of responsibilities including but not limited to the following areas:

- Care and maintenance of the current archives in line with best practice, including the evaluation and accession of materials and the sourcing of expert advice where necessary.
- Identification, classification and safe handling of important historical documents, photographs and artefacts relating to a wide range of activities and events at St Albans School.
- Maintenance and development of our digital catalogues, records and registers so that all materials can be accessed as required (via the Development Office and SDS where appropriate).
- Management of the physical archive storage areas and the School Museum, advising on, making recommendations for, and obtaining the necessary consents from the School for conservation and other actions where necessary.
- Supervising and managing Lower Sixth pupils who wish to assist the Archivist as part of their Friday afternoon activities programme.
- Promotion of the Museum and School archives to the wider St Albans School pupils and staff.
- Help with enquiries directed to the School Archive from a wide range of former students and others in the local community.
- Promotion of the archive collection within the St Albans School community as required and ensuring the Museum is open to the community as agreed.
- Undertaking of, or assistance with, research into archived items as necessary.
- Liaison with donors and depositors of archives and with other School Archivists.
- Line management of any volunteers assisting with the School Archives.
- Administrative support to the Development Office as required, and input to events where the display of Archive materials is required.

Key Performance Indicators

- Appropriate and effective development and management of the School's archives, and access to archives and the Museum for the School and wider community.
- Accurate maintenance of the archive resources on-line.
- Effectiveness of communication and correspondence with various sections of the School and wider community.
- Efficient and appropriate support to the Development Office when required.



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FURTHER INFORMATION

This vacancy is for a part time School Archivist, weekly hours are 18 per week, worked over a minimum of three days, to include Friday afternoons, during term time plus two weeks annually during School holidays. A degree of flexibility is required as hours may vary on occasion depending on projects and events, which may include occasional evening/weekend work.

Full-time staff receive a remission of two-thirds of school fees for children educated at the School. (Pro-rata for part time staff) This provision is subject to the availability of places and to the satisfying of the School's usual entry criteria.

Further details about the benefits of working at the School can be found at <https://www.st-albans.herts.sch.uk/information/#careers>.

The successful candidate will be able to join the contributory pension scheme operated by the Pensions Trust.

St Albans School is committed to safeguarding young people and promoting the welfare of children. Applicants must be willing to undergo child protection screening, including checks with past employers and the DBS.

Application forms, accompanied by a CV if desired, with an accompanying covering letter, should be submitted online at www.st-albans.herts.sch.uk by 29 June 2018. Should you have any queries regarding the role please contact Kate Gray, Development Director at kgray@st-albans.herts.sch.uk. The School reserves the right to make an appointment before the closing date, so early applications are encouraged.