THE Leys

Job Description

Role Title:	**School Archivist**
Location:	**The Leys School**
Responsible to:	**Director of Development**

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

Main purpose of the role

The role

To manage, preserve, develop and promote The Leys School Archive, ensuring the effective collection, cataloguing, storage and accessibility of records and artefacts that document the history and heritage of the School, while supporting alumni engagement, educational activities and institutional memory.

Main duties and responsibilities

- Be responsible for the management, preservation, development and accessibility of The Leys School Archive, including the shared history and heritage of The Leys and St Faith's.
- Support the preservation and interpretation of the distinct and shared histories of The Leys and St Faith's during the Schools' transition towards a through-school structure, including sorting and organising St Faith's Archive collection ready to begin cataloguing on Archive Virtual.
- Establish collection policies and conduct all Archive activity in accordance with policy.
- Evaluate records and artefacts for preservation and retention.
- Identify, acquire and preserve records, photographs, oral histories, publications and artefacts that document the continuing history of The Leys and St Faith's.
- Accession and catalogue records, artefacts etc. on the Archive database 'Archive Virtual' (hosted by SDS) in accordance with ISAD (International Standard of Archival Description).
- Ensure collections are organised so as to enable retrieval of records and stored in a manner appropriate to their preservation and protection, including digitising materials where feasible.
- Monitor and record environmental factors as appropriate.
- Set and manage the archive budget to provide materials for storage and preservation and to acquire significant items relating to the history and heritage of The Leys and St Faith's should such items become available.
- Liaise with donors, both internal and external to the Schools.
- Support the School's records management framework, including the development of retention and disposal procedures and the secure destruction of records at the end of their retention period.
- Understand and comply with national and School policy on Data Protection, copyright and Freedom of Information.
- Lead the preservation of significant digital records and produce an annual 'Blue Book' equivalent to ensure the long-term capture of otherwise transient digital content and School history.
- Respond to enquiries from within and outside the School community and keep a record of enquiries for future reference in the event of a repeat enquiry.

- Enhance the visibility, accessibility and value of the Archives to pupils, staff, alumni, parents, researchers and the wider School community.
- Promote use of the Archives within and by the Schools where appropriate to the curriculum or events.
- Support the work of the Development Office through historical research, exhibitions, publications, alumni events, stewardship activities and the recording of alumni interactions on Raiser's Edge.
- Receive visitors and provide supervised access to the collection and/or give tours as appropriate.
- Supervise and direct the work of any Archive volunteers.
- Maintain professional awareness and networks through participation in relevant professional bodies, including the School Archives & Records Association (SARA).
- Develop/maintain resources to improve access to archival material (e.g. Art audit index, Chapel plaque inventory, topical compilation documents) as appropriate.
- Undertake such other duties as may reasonably be required by the School, including attendance at alumni and School events, for which time off in lieu may be taken where appropriate.

Safeguarding responsibilities

- To have read the School's Child Protection Policy and updates to this policy as required by the School.
- To adhere at all times to the School's Child Protection procedures and to undertake responsibility to safeguard pupils.
- To be aware of and adhere to at all times the School's Staff Behaviour and Code of Conduct and confidentiality.
- A duty to report and discuss any concerns about the safety of children and their wellbeing to the Designated Safeguarding Lead (DSL).
- A duty to report any low-level concerns about colleagues to the Designated Safeguarding Lead (DSL).
- To be informed and trained to an appropriate level and to complete mandatory safeguarding training as required by the School.

General Tasks

- To refer to and adhere to all Health and Safety procedures and policies as appropriate and other legislative requirements as required, carrying out duties by working in a safe and organised manner.
- To ensure that a safe / secure environment exists for pupils / staff and customers and meet requirements under the Health & Safety at work Act 1974 and C.O.S.H.H.
- To uphold the provisions of data protection legislation, the School's Data Protection Policy, and other related policies.
- Understand and be mindful of the School Acceptable Use Policy and Staff ICT & Social Media Guidelines.
- To adhere to and maintain School Policies and Procedures and work with regard to the ethics of the School.

• To observe / implement all relevant legislative requirements, maintain and update own knowledge as appropriate for the role. • To work flexibly as necessary to meet the needs of the role and the School. • To assist with providing cover on Bursary Reception (holiday cover) during School closure periods, and in the event of staff sickness. • To undertake any other reasonable associated request from the Director of Developments, Headmaster/Bursar, or other senior member of SMT as appropriate.
Signature: Date:

The list of tasks or duties and responsibilities described above is not exhaustive, and the School is entitled to instruct you, at any time, to carry out additional duties or responsibilities, which fall reasonably within the ambit of the job description, or in accordance with operational requirements.

THE Leys

Person Specification

Role Title:	**School Archivist**
Location:	**The Leys School**
Responsible to:	**Director of Development**

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

Person Specification	Essential	Desirable	Method of Assessment
Qualifications	• Good level of general Education	• Qualification in Archives and record Management recognised by the Archives and Records Association. • A degree in a relevant subject or discipline	• Production of the applicant's certificates
Experience	• Previous archive experience, preferably including work with digital material	• Experience working with volunteers or managing historic committees • Experience working with young people • Previous experience working within an educational or school environment • Experience using Archive Virtual (or Archive Manager)	• Contents of the application form • Interview
Skills	• Excellent organisational and time management skills • Excellent written and verbal communication Skills • Excellent customer service skills • Strong IT skills; competence in automated cataloguing to modern archival standards • Ability to work unsupervised, plan, establish priorities and meet deadlines, and work collaboratively with pupils, staff and alumni.	• Exhibition planning and presentation skills.	• Contents of the application form • Interview

Knowledge	• Understanding of digital archiving, metadata, and electronic records management. • Knowledge of Data protection, copyright and Freedom of Information as pertaining to Archives	• Knowledge of independent schools and their heritage collections.	• Contents of the application form • Interview