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| **Job Title** | Archivist |
| **Reports to** | College Archivist  |

**Background**

Eton College was founded by Henry VI in 1440 for 70 King’s Scholars. The central purpose of the college still remains education and it is run as a secondary school of the highest possible standard for approximately 1,300 boys aged 13-18, all of whom board at the school.

The College’s Collections, built up over many years, include antiquities, rare books and manuscripts, paintings, photographs and other artefacts, as well as natural history specimens. The Collections are used by researchers and for educating pupils and are made available to a wider public through events, exhibitions and loan programmes.

**College Archives**

The College Archives is the final repository for the historical records of Eton College, preserving and making available the official records of the college’s activities and administration from its foundation in 1440 to the present day. The College Archives is also rich in medieval records which pre-date the founding of the College, due to the estates gifted to Eton by Henry VI. The archives are mainly concerned with administrative matters until the mid-19th century, when records relating to the school become increasingly dominant. In addition to the college’s own archives there is an extensive collection of donated material relating to school life such as letters home, diaries of school days and reminiscences.

**Job Purpose**

The Archivist is responsible for assisting with the maintenance, conservation, cataloguing and interpretation of the College archives. Core duties will include the appraisal, transfer and cataloguing of the College's contemporary administrative records, and the management of the College’s digital archive, using Preservica.

The post holder will show a genuine interest in history and in preserving records for posterity, presented by a commitment to the profession.

The postholder will report to the College Archivist. Principle contacts will include; Collections team, College Library, Collections Committee, Eton pupils, members of the public, other support offices in the college e.g. Finance, Buildings and IT.

**Key Tasks and Responsibilities**

* To ensure appropriate modern-day material is kept for archive purposes, in line with the College’s retention schedule;
* To promote good records management across the College, in conjunction with the College Archivist;
* To catalogue modern-day material on its transfer to the archives;
* To manage the digital archive, including the appraisal, ingest and cataloguing of born-digital records, using Preservica;
* To answer enquiries from College pupils, staff and members of the public;
* To make the archives available to readers by producing archival material for consultation, supervising its use and providing advice;
* To maintain the social media presence of the College Archives;
* To participate in the development of online content;
* Line management responsibility for the Archives Assistant;
* To assist generally with the work of the College Collections through co-operation with other members of the Collections staff.

**Safeguarding**

* Commitment to and promotion of equality, diversity and inclusion;
* All positions at Eton are classed as ‘regulated activity’ as per the Keeping Children Safe in Education 2023 guidance, therefore a good understanding of safeguarding procedures is essential;
* Commitment to safeguarding and promoting the welfare of children, including but not limited to, completing safeguarding training as required, and ensuring any safeguarding updates issued by the College are read and understood;
* Understand and comply with procedures and legislation relating to confidentiality.

**Additional**

* Carry out any other duties appropriate to the post and in line with the needs of the Collections.

**Working pattern**

This is a full-time, permanent position, 52 weeks of the year (inclusive of 5.8 weeks paid holiday entitlement).

Working hours will be 35 hours a week, working 9:00am – 5:00pm Monday - Friday.

Flexibility is required as the nature of this post requires some evening and weekend hours, which will be scheduled in advance in consultation with the post holder and for which time off in lieu will be given.

**Skills and Competencies Required**

To be successful in this role, you will need to be able to demonstrate the following;

**Essential**

* A recognised archives qualification, or working towards one;
* Knowledge of records management and archival standards and experience managing digital archives;
* Familiar with the application of IT to the cataloguing, interpretation and publicising of archival material. The Collections use SSL software and familiarity with CollectionsIndexPlus would be an advantage, but training will be given;
* Experience of managing digital archives or a willingness to engage with this area of work;
* Excellent communication, presentation and interpersonal skills, both written and spoken;
* Excellent customer service skills along with an understanding of research skills in order to help users access materials;
* A logical approach to the work of identification and classification;
* Excellent organisational skills, with the ability to manage a wide range of tasks simultaneously and meet deadlines;
* Strong IT skills, including ability to use the Microsoft Office suite;
* Adaptability, flexibility and attention to detail and accuracy;
* Ability to work as part of a team, use own initiative and organise own workload;
* The ability to skim and understand an extensive and varied range of material;
* Competence in administrative procedures and project management ability;
* Knowledge of the data protection and freedom of information legislation may also be advantageous;
* Demonstrable interest in history and in preserving records for posterity, presented by a commitment to the profession.

**Desirable**

* Experience of wider heritage issues and collaboration would be an advantage. (The postholder is expected to work closely with other members of the Collections team, especially the staff of College Library, and to participate in the management of the collections in general through membership of the Collections Committee.)

**Disclosure Checks**

**Eton College is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including, but not limited to, reference checks with past employers, an Enhanced Disclosure from the Disclosure and Barring Service (including Barred List information), an online search and, where applicable, Prohibition checks. If you are successful in your application, you will be required to complete a DBS Disclosure Application Form.  Any information disclosed will be handled in accordance with any guidance and/or Code of Practice published by the DBS. The College is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions, reprimands and final warnings (including those which would normally be considered as “spent” under the Act) must be declared, subject to the DBS filtering rules. It is a criminal offence for any person who is barred from working with children to attempt to apply for a position at the College.**