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

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| **Job Purpose** |
| This post is suitable for someone intending to apply for one of the recognised postgraduate archival courses or similar heritage sector qualification. You will be supervised by the College Archivist. The post involves retrieving and producing documents, whether for internal purposes or for readers, arranging and cataloguing the College’s archives. |

**Key Tasks and Responsibilities**

* To arrange and catalogue collections on the electronic catalogue
* To assist with the rehousing of collections in line with best practice methods
* To assist the Archivist with displays/exhibitions and events for both internal and external audiences
* To support the Archivist in developing the school’s digital archive of electronic records
* 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 assist generally with the work of the Archives and College Collections
* Commitment to equality, diversity & inclusion
* Commitment to safeguarding and promoting the welfare of children

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| **Skills and Competencies** |
| To be successful in this role, the incumbent should have:   * A good first degree in a relevant subject with a genuine intention to study for a post graduate qualification in Archive Management or similar heritage sector qualification. * A commitment to the profession * A genuine interest in history and in preserving records for posterity * Good communication skills * A high level of commitment to customer service and making materials accessible * Good organisational ability to manage a wide range of tasks * Attention to detail and accuracy * The ability to skim and understand an extensive and varied range of material * Adaptability and a high degree of flexibility * The ability to work independently and as part of a team * Good IT skills and an interest in applying digital technology to archival practice |