

**Archives Assistant (Graduate Trainee, January to August 2020)**

**Background**

Eton College was founded by King Henry VI in 1440 for 70 King’s Scholars. In addition to the King’s Scholars housed in ‘College’, there are now 1,240 ‘Oppidan’ boys at the school in 24 other boarding houses.

There are 155 full time academic staff and 600 other permanent staff including domestic staff (in the boarding houses and in the central dining hall), technicians, grounds-men, administrative staff, security, cleaners and a large buildings department. There are also 100 part-time and visiting teachers, including visiting music teachers. The school and its immediate grounds and playing fields extend over 400 acres from the north end of Eton High Street to the M4 by Slough, bounded to the east by the Thames and to the west by a railway. There are some 400 school buildings, including staff accommodation and a 2,000m rowing lake at Dorney. There is non-stop maintenance of buildings and grounds.

**The Archive**

Eton College was founded in 1440 but records relating to the lands with which it was endowed date back to the 11th century. 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, although papers relating to Old Etonians’ subsequent careers are not generally collected. The archives are housed in College Library with Eton’s rare books and manuscript collection. The Archives are part of the wider College Collections, which include rare books, manuscripts, fine art, silver and museum objects.

**The Post**

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 position is an 8 month fixed term contract from January 2020 to August 2020.

Working Hours: This is a full time post, working all year round. A normal working week is Monday to Friday, 9.00am – 5.00pm (35 hours per week) with an hour for lunch. Occasional evening and weekend working will be required, for which time off in lieu will be given.

**Principal Accountabilities**

The post holder is required:

* 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

**Person Specification**

**Candidates will need to show evidence of the following:**

* 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

The Collections use SSL software and familiarity with ArchivesIndexPlus would be an advantage, but training will be given.

The post involves retrieving and producing documents, whether for internal purposes or for readers. Some boxes and volumes are large and heavy. The strong rooms are on the ground floor and one has three steps leading down into it; there are rolling stacks and many items are stored above head height. The reading room, archivist’s office and main library are on the first floor, with no internal lift.

It is also the post holder’s responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact, will be to adhere to, and ensure compliance with, the school’s Child Protection Policy Statement at all times.

**RECRUITMENT PROCESS**

Applicants are invited to complete an application form online from the College website at <http://www.etoncollege.com/SupportStaffVacancies.aspx> - previous applicants need not apply.

Candidates should ensure that their application form provides sufficient information to enable the college to follow their complete employment and other history since leaving school.

If you are unable to complete an online application, please contact the HR Team on 01753-370567.

**OFFER AND PRE-EMPLOYMENT CHECKS**

If your application to the College is successful you will receive a conditional offer letter. This will explain, in detail the pre-employment checks that we are required to satisfactorily complete. These include:-

* An Enhanced Disclosure from the Disclosure and Barring Service (DBS), together with child protection screening and checks with past employers – all of which must be satisfactory to the College.
* Request and verification of two references (one of which must be from your most recent/current employer).
* Verified reference from the applicant’s most recent employment where a candidate has worked with children.
* Completion of a confidential pre-employment medical questionnaire and referral to an Occupational Health practitioner if required.
* The College reserves the right to make other required checks.
* For further information please refer to our recruitment policy <http://www.etoncollege.com/userfiles/files/Recruitment-selection-disclosure-policy-procedure.pdf>
* **CLOSING DATE**

The closing date for this position is noon on 15th November; applications received after this time will not be considered. Interviews and assessments are planned to take place in the week commencing 2nd December.

**TERMS & CONDITIONS**

* **START DATE**

13th January 2020 or as soon thereafter subject to satisfactory recruitment checks.

* **SALARY**

The salary range for this position is £17,770per annum (pro rata) and will be paid on the basis of equivalent knowledge, skills and experience demonstrated during the application and assessment process.

* **ANNUAL LEAVE**

There are 21 paid days of annual leave (pro rata) applicable to this post plus statutory bank holidays.

**BENEFITS**

• **Pension scheme**

Employees are enrolled into the College’s Group Personal Pension Plan and can choose either to contribute 4.9% of their salary with the College contributing 11% or to join the auto-enrolment category where employees currently pay 1% and the College pays 1%. These auto-enrolment amounts will increase gradually over the next few years in line with Government requirements.

• **Life Assurance**

Life Assurance (death in service) benefits commence upon employment and cease 31 days after leaving Eton Service. This is currently 4 times basic salary.

• **Sports and Leisure Facilities**

Employees at the College enjoy free use of the College Gym, swimming pool and tennis courts with subsidised use of other sport facilities, together with free use of the School Library, and free entry to College concerts and theatre productions.

• **Childcare Vouchers**

The College’s Childcare Voucher Scheme is supplied by Edenred. More details are available from the HR Department.

• **Employee Assistance Programme**

All employees have access to counselling services provided by Health Assured. More information is available from the HR Department.

**• Give as You Earn**

The College is registered with Give as You Earn. This payroll deduction scheme enables employees to make regular deductions directly from their salary in support of their chosen charity or good cause.

**• Induction**

All new employees joining Eton will have an induction to the College which will include Department specific, and Health & Safety requirements, and any other information necessary for them to do their job.

**• Probation**

All new employees joining Eton will work through a probation period before appointment to the post is confirmed.