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| **Job Title** | Archives Assistant – 2 Year Fixed Term Contract |
| **Reports to** | Archivist |

**Job Purpose**

This post is suitable for someone intending to apply for one of the recognised postgraduate archival courses or similar heritage sector qualification. It would also suit someone wishing to work whilst completing their postgraduate studies via one of the distance learning courses. You will be supervised by the Archivist, under the guidance of 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 College 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 support the College Archivist in the cataloguing and care of the Photographic Archive;
* 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 retrieve and transport moderately heavy and large documents for internal purposes or for readers;
* To promote the archives through our social media platforms, including our blog;
* To assist generally with the work of the Archives and College Collections;

All employees of Eton College are also expected to:

* Have a good understanding of safeguarding procedures, given all positions at Eton are classed as ‘regulated activity;
* Demonstrate a commitment to safeguarding and promoting the welfare of children. This includes but is 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;
* Display a commitment to and promotion of equality, diversity, and inclusion.

**Skills and Competencies Required**

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 postgraduate 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;
* A high level of commitment to customer service and making materials accessible;
* Good organisational skills to manage a wide range of tasks;
* 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;
* Good communication skills;
* Attention to detail and accuracy;
* The Collections use SSL software and familiarity with CollectionsIndexPlus would be an advantage, but training will be given.

**Working Pattern**

* Your working hours will be 35 hours per week, normally Monday to Friday, 9.00am-5.00pm with an hour unpaid for lunch. The role includes occasional evening and Saturday work, for which time off in lieu will be given.
* You will be working 52 weeks per year.
* You will be entitled to 21 days of holiday.
* This is a 2-year fixed term contract to September 2027

**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.**