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| **Job Title** | Archives Assistant |
| **Reports to** | 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 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 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 promote the archives through our social media platforms, including Twitter and our blog
* 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 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 ability 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 |

**Disclosure Checks**

Eton College is committed to safeguarding and promoting the welfare of its students and staff and expects all staff and volunteers to share this commitment. This role is classed as ‘regulated activity’, whereby the post holder may be required to have contact or be involved in unsupervised activities with children. 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. The suitability of all prospective employees will be assessed during the recruitment process in line with this commitment.  All offers of employment are subject to a number of recruitment checks, including but not limited to; verification of identity and right to work in the UK, an Enhanced DBS check, pre-employment health check questionnaire, satisfactory references, verification of professional qualifications which the College deems a requirement for the post, or which were otherwise cited in support of your application and probationary period.