



JOB DESCRIPTION

ARCHIVIST (Full Time or Part Time)

Job Title: Archivist
Reporting Line: Director of Development and Alumni Relations
Location: Hampton School

Closing date for applications – 9.00am on Wednesday 15 May 2019

HAMPTON SCHOOL

Hampton is one of the country's leading, most successful and best-resourced independent schools and has been helping boys to fulfil their potential and realise their aspirations for nearly 460 years. We are a lively, friendly and caring School community, where innovative teaching is underpinned by strong shared values and complemented by outstanding pastoral care. We aspire to enable our boys not only to make sense of the world but also to want to go out and improve it.

The School's examination results and university entrance record consistently rank among the very best achieved anywhere, while the very wide range of co-curricular activities on offer provides each boy with the opportunity to shine and the means to explore new interests. Nearly all our leavers go on to undergraduate courses at Russell Group or equivalent universities/medical schools. Around 25 Hamptonians gain places at Oxford and Cambridge each year; an increasing number go on to study at US Ivy League universities, often on academic and sporting scholarships. Our alumni network is extremely strong and former pupils remain very interested in their School, in no small part due to the exceptionally warm and mutually respectful relationships enjoyed between staff and pupils.

Situated on a green field site in a leafy suburb of South West London, we are fortunate to have over 27 acres of playing fields within our spacious grounds and a generous investment programme ensures that our pupils and staff enjoy the use of first-class facilities across all areas of School life. These include a state-of-the-art, all-weather 3G sports ground, a large Sports Hall, The Hammond Theatre, a recently completed state-of-the-art Sixth Form Centre along with an excellent library and specialist facilities for Art, Science, Technology, IT and Languages. The Millennium Boat House, shared with our neighbouring girls' school, Lady Eleanor Holles, enjoys a prime location on the nearby River Thames and provides the focal point for our renowned and highly successful Boat Club.

Visitors from the Independent Schools Inspectorate (ISI) concluded in March 2016 that Hampton's academic and all-round excellence merited the rarely awarded ISI assessment of pupils' achievements and learning as being 'Exceptional'. The inspection team's findings in all other areas were similarly pleasing and the highest possible judgements were achieved across the board.

Further information and a copy of the full ISI report can be found on the School website.

The Role

We are looking for an enthusiastic person with significant archive skills and experience to review and develop the archive structure and systems set up by our Archivist, who is retiring. The successful candidate will share our enthusiasm for managing our archive material as a vital part of our School's history together with understanding of and empathy with the School's ethos. They will have excellent organisational, administrative and communication skills. Important aspects of this role will be to share Hampton's archive material with members of the School community, including both current pupils and Alumni, and to collaborate with the Alumni Relations Office in developing the archive material as part of the promotion of the School externally.

The Department

The School's archive collection is comprehensive and covers the history of the School from its foundation in 1557. The Archives aim to preserve and develop, to the best professional standards, a collection of material relating to the history of Hampton School both as a separate institution and in relation to education generally, and to the School's position within the local community. The aim in so doing is to support its immediate educational, cultural and charitable objects and increasingly to become a source of information for Alumni.

To date, the School's Archives have been managed by a member of teaching staff on a part-time basis, who will be retiring at the end of the summer term. To reflect the wide range of responsibilities involved, we hope to appoint his successor on a full-time basis.

Key Responsibilities

The Archivist is responsible for the preservation, administration, promotion and exploitation of the Hampton School physical and digital archive. The purpose of the role is to select, preserve, arrange and catalogue the collection; to answer enquiries from both within and outside the School community; and, importantly, to promote the collections through exhibitions, presentations, tours and other community activities, making them available for the purposes of school administration, historic research, alumni relations and partnerships with local schools in both the independent and state maintained sectors. The Archivist's role in widening access in this way will see the archive increase its contribution to teaching and learning within the School.

Job responsibilities will include:

- Identify, sort and classify archive material for preservation and retention, including the arrangement of conservation services where necessary
- Catalogue existing records and new accessions: the creation and management and maintenance of up-to-date structured finding aids, classification systems and access points on appropriate archive software, ensuring that international descriptive standards are followed
- Devise and implement an archival policies and procedures framework to cover the following areas:
 - Archive and collections policy
 - Access policy
 - Digitisation strategy
 - Accession register
- Develop/review appropriate policy and other documentation in accordance with short, medium and long-term strategic development plans
- Oversee, in line with these policies, the routine collection, description, preservation, administration, arrangement and publication of material (in whatever medium) judged worthy of archival retention, and oversee the answering of routine queries
- Take responsibility for the School Archive display area

- Conduct appraisals of and research into archival material of unique value (historical, social, educational, etc.) possessed by the School; and assist as and where possible with the like research of others
- Collaborate with/advise/assist as appropriate those holding specific responsibilities within the School (educational, extra-curricular, pastoral, administrative, promotional and charitable).

Accession, artefacts and catalogue

- Appraise potential donations of material and processing and re-packaging any new additions
- Encourage potential donors and depositors of archive material, including oral history/archive material
- Contribute expert advice to an assessment of the current archive storage arrangements and produce recommendations for any changes required
- Liaise with potential donors and depositors of archive material.

Academic engagement and work with the Community

- Respond to enquiries from Alumni, staff, pupils and members of the public, both in person and remotely and record these enquiries
- Promote the Archive through exhibitions, talks and collaboration with teaching staff and the Library. It is an ambition of the School that archive material be used to enrich the curriculum and engage our wider community as part of the Hampton events programme put together by the Alumni Office
- Create and publicise a regular programme of exhibitions from the Archives, to bring the history of the School to life for students and visitors
- Find innovative and effective ways to use a variety communications channels, including blogs and social media, to promote the collections and engage users
- Undertake research into specific items and topic areas as agreed with the Director of Alumni Relations, including the production of a timeline of the School, with important dates for future celebrations and recognition
- Maintain all required health and safety documentation for the archives, including disaster recovery and evacuation plans

Other

- To act as Fire Marshal and First Aider as required. Training will be provided
- Any other reasonable tasks required by the Headmaster and/or Bursar in association with the above role.

Person Specification

The successful candidate will be able to demonstrate the following skills, experience and qualifications:

Essential

- A commitment to promoting the safeguarding and wellbeing of children
- A good honours degree in a relevant subject
- A post-graduate qualification in archives and records management recognised by the Archives and Records Association – an advantage but not essential
- Significant experience of managing an archive, including work with digital material
- Excellent IT skills and competence in automated cataloguing to modern archival standards
- The ability to plan for the future and co-ordinate activities, establish priorities and meet deadlines
- The capacity to work independently under own initiative, as well as part of a team
- Enthusiasm, willingness and flexibility to adapt to ever-changing priorities

Desirable

- A post-graduate qualification in archives and records management recognised by the Archives and Records Association
- Experience of marketing archives.

Please note that there may be some changes and additions to the above, which will be discussed before implementation and changes may occur as the post develops. This document is designed to provide applicants with a “flavour” of the position and responsibilities.

Training

- Where necessary, to undergo on the job training under the general direction of your line Manager and/or Bursar to increase competence, proficiency and safety awareness.
- To attend training outside the School where appropriate to increase competence, proficiency and safety awareness.

Equal Opportunities

It is the policy of Hampton School to provide equal employment opportunities for all qualified individuals; to prohibit discrimination in employment on any basis protected by applicable law, including but not limited to race, colour, religious creed, marital status, sex, sexual orientation, ancestry, national origin, age, medical condition or disability. Hampton School promotes equal employment opportunities in all aspects of employment through positive employment policies and practices.

If any special requirements are needed to attend an interview please inform the School.

Safeguarding

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 Safeguarding Policy and Procedures at all times. If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the School s/he must report any concerns to the School's Safeguarding Designated Persons or to the Headmaster.

HAMPTON SCHOOL - SALARY AND OTHER BENEFITS

Salary

The salary will be based on the Hampton School Scale for Support Staff. The salary will be up to £28,081 (full-time equivalent, pro rata if appointed on a part-time basis) commensurate with the successful candidates' skills and experience plus health insurance and other benefits. The Governors review salary Scales each year to ensure they remain competitive; it is paid by bank transfer on the 25th of the month, or next working day thereafter, in 12 equal payments.

Hours and Holidays

This is a permanent part-time or full-time position and normal office hours are 8.45am to 4.45pm, however, a high level of flexibility, commitment and dedication is required. If appointed on part-time contract the working hours and days will be agreed at the time of appointment.

The annual leave entitlement is 26 working days per academic year (pro rata if appointed on a part-time contract).

Probation

The appointment is subject to the satisfactory completion of a twelve month probationary employment after which it will be confirmed, or extended for a further period not exceeding six months.

Notice

The minimum period to terminate employment is as set out below:

Period of continuous service	Minimum Notice
Less than one year	1 month
One year or more	2 months

Without prejudice to the Employer's right to summarily dismiss for gross misconduct, the minimum period of notice to which you are entitled is as set out below:

Period of continuous service	Minimum Notice
Less than one year	1 month
One year or more	2 months
Eight years but less than twelve years	One week for each year of continuous employment
Twelve years or more	Twelve weeks

Offers of employment will be made on merit and suitability of qualifications and experience, in pursuit of our policy of equal opportunities.

The School reserves the right to offer the post at any stage in the appointment process.

Non-contractual Benefits to staff

Pension

You will be auto-enrolled into the relevant School pension scheme. The School offers the Teachers' Pension Scheme for teaching staff and a money purchase scheme with the Pensions Trust for support staff. Further details are available from the Bursary.

Death-in-Service Benefit

In addition to any Pension Scheme benefits, the School currently has a policy which pays two years' salary in the event of the death of a member of staff to nominated dependant(s). Age restrictions apply to this policy.

Health Care

The Governors currently provide Health Care for all members of staff earning above an annual threshold only if they join at the start of their employment. Further details may be obtained from the Bursar. Age restrictions apply to the Healthcare policy. The School also offer a Medicash policy to all staff.

School Fee Reduction

Child(ren) of teaching staff at Hampton School or Hampton Pre-Prep and Prep School may upon passing the entrance assessments be eligible at the discretion of the Governors for a reduction on the basic tuition fees. Currently, the School also has an agreement with The Lady Eleanor Holles School for Girls for a reduction in tuition fees. The continuance of School fee reduction provision is at the Governors' discretion.

Cycle to Work Scheme

The School allows staff with an employment contract for 12 months or more to purchase a cycle through the 'cycle to work' scheme to ride to work. Further details are available from the Bursar.

Childcare Vouchers

The School allows staff access to a childcare voucher system by means of a salary sacrifice scheme. Further details are available from the Bursar.

Personal Accident Insurance

Members of staff are covered for permanent disability resulting from an accident, whether at School or elsewhere.

Drinks and Snacks

Members of staff are provided, at no cost, with tea/coffee and light snacks during the day.

Lunch

Lunch is provided to members of staff at no cost.

Sports Travel to School on Saturdays

Staff running teams can claim expenses for travel to and from School for Sports matches.

Use of Private Vehicle

Subject to a journey being approved by the Facilities Manager, Deputy Bursar, Bursar or The Headmaster, members of staff can use their private vehicle for School journeys during working hours. The insurance will be under the School insurance and staff can claim for the mileage.

Blood Pressure

The School Nurse can check your blood pressure. S/he is not able to give staff medical advice and staff must rely on their own medical advisor.

Counselling

One of the School Counsellors may be able to see staff on a limited basis. If prolonged counselling support is required a charge may be made.

Sports Therapy

The School has a member of staff specialising in Sports Therapy who may be able to assist with Sports injuries on a limited basis. If prolonged therapy is required a charge may be made.

Multi-Gym

The School multi-gym is available for use by staff. Induction is required and conditions apply. The School accepts no liability for use by staff.

Sporting Facilities

Limited use by staff of the facilities is available. Use needs to be agreed in advance with the Bursar or Deputy Bursar who will consult the relevant games/PE staff. Use for events such as parties is available but will be treated as a formal letting.

Parking

Currently staff parking on site is permitted. All those who wish to park must obtain a permit from the Front Office.

The above non-contractual benefits are currently available to members of staff. They are at the discretion of the Governors, who reserve the right to withdraw them without notice.

Further details of the School are available on the website.

April 2019