

Role Description

School Archivist

Reports to

Head of Student Wellbeing

Position

This is a permanent part-time role, term time only, commencing Term 4 2024.

Role Purpose

The School Archivist is responsible for managing the archive of the School by collecting, preserving, conserving and restoring records of the School and its community. The School Archivist will ensure that these have value as authentic evidence of administrative, cultural and intellectual activity that have been made, kept and used. The Archivist will make those records available to users in accordance with appropriate policies and procedures approved by the School.

Experience and Responsibilities

- Should demonstrate a thorough understanding of best practice in archives and records management processes
- Have excellent verbal and communication skills
- Have a high level of integrity and discretion
- Have excellent organisation skills, including a high degree of accuracy and attention to detail and the ability to work methodically.
- Have a high level of computer literacy
- Should be able to demonstrate excellent time management and project management skills

Qualifications

- Tertiary qualifications in Archives, Records Management or similar would be highly regarded

Personal Attributes and Skills

- Have a personal appearance and demeanour which represent the School in a positive way
- Ability to work as part of a team and individually as required
- Understanding of work health and safety, and implement good practices in their role
- Fully embrace and support the Christian ethos and practice of Meriden
- Loyalty to the School and the Principal.