



## **JOB DESCRIPTION**

**POSITION:** Archivist

**REPORTS DIRECTLY TO:** The Headmaster

**SUPERVISOR:** The Bursar

## **RESPONSIBILITIES:**

1. The efficient operation of the School Archives Department.
2. To preserve and collect manuscript, photographic, published and non-published material relating to the School and its members.
3. Maintain reliable and secure archival, storage and retrieval system for School records.
4. Provide material for display in the School, and organize occasional exhibitions of material related to the School's history.
5. Keep an inventory of the records in official custody and arrange for the transfer of those records when they are non-current to the Archives.
6. To encourage the deposit of records associated with the School to Archives.
7. Supervise the work and training of boys who are interested in helping in the Archives.
8. Assist Old boys, families and outside researchers with access to material as appropriate.

## **CONDITIONS:**

1. Working hours 8.30am to 4.30pm, Monday to Friday for 48 weeks per year.
2. Annual leave is to be taken during non-term weeks.

The School is an equal opportunity employer. Persons prohibited from working with children must not apply.

17<sup>th</sup> November 2009