

SCHOOL ARCHIVIST

JOB DESCRIPTION

Position Statement: The Archivist is responsible for the development and management of the School Archives in collaboration with the Headmaster and the Teacher Librarian

Responsible to: Director of Administration – for conditions of employment

Day to day responsibility to: Headmaster, Library Manager

Responsible for: Student Library Assistants, volunteers

Functional relationships with: Students, all staff

Hours of work: 17.5 hours per week

Key performance areas	Performance outcomes
1 To assist with the development of an Archives Policy	1 Policy written and revised, in consultation with Teacher Librarian and Headmaster
2 To manage the archives budget	2 Annual budget prepared as part of the school library budget
3 To submit an annual report	3 Written report included in library's annual report
4 To collect, receive and sort archives material	4 Material managed appropriately
5 To source and purchase archival storage materials and furniture	5 Appropriate materials and furniture purchased within budget
6 To accession, classify, process and catalogue archival material	6 Materials processed according to archival best practice
7 To oversee the re-photographing of the school's photograph collection	7 Priorities identified and actioned, in liaison with photographer
8 To develop and maintain the archives environment	8 Archives storage optimised, within available space
9 To assist with user enquiries	9 Assistance given in accessing archives as required
10 To promote the Archives collection, including displays, newsletters	10 Ongoing promotional programme in place
11 To maintain awareness of trends in archives management	11 Liaison established and maintained with appropriate archivist organisations