



MERCHANT TAYLORS'
School

Job description	
The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment	
The School	<p>Merchant Taylors' School is a large Independent Boys' School, situated in 286 acres of parkland in Northwood, Middlesex. The School was founded in 1561, is owned by the Merchant Taylors' Educational Trust and moved to its present site in 1933. There are four distinct boys' day schools on campus. The Nursery, the Pre-Prep & the Prep cater for 340 boys, while the Senior School has some 965 pupils. The School employs over 140 teachers and 160 Support staff across Merchant Taylors' School.</p> <p>The ancient archives of the school are deposited at Guildhall Library, as part of the archives of the Merchant Taylors' Company. This arrangement will not change.</p> <p>The archives at the school go back around 150 years. They are stored in a locked room within the main school building. This room also contains the Goad Library (which dates back to the early 1600s), and the remains of the former school museum. It also serves as the archivist's office.</p>
Job title	School Archivist
Function	Support Staff
Reports to	The Second Master
Line management duties and responsibilities for	Organising a team of volunteers to assist with the work of the Archive.
Summary of role	To provide a comprehensive archive service including the continuing development and management of the School Archive, catalogue systems, enquiries and storage.

	To undertake any other duties as may be reasonably required and requested by your line manager to meet the School's priorities and demands.
Main duties and responsibilities	<p>Reporting to the Second Master and working closely with the Development and Alumni Department, the Archivist will be responsible for building on the work of the Archive, undertaking projects and events that draw on the archive and school history in order to increase engagement with the School community and alumni.</p> <p>The role embraces a broad spectrum of responsibilities, including but not limited to the following areas:</p> <ul style="list-style-type: none"> • Identification and classification of important historical documents, photographs and artefacts relating to a wide range of activities and events at MTS. • Liaise with donors and depositors of archives, documenting and recording new accessions. • Ensure the continued transfer of key School records and other items to the archive by liaising with the appropriate staff. • Continuing to catalogue existing holdings and new archive collections. • Management of the physical archive storage areas. • Responding to enquiries from a wide range of current and former students, staff and external researchers. • Promotion of the archive collection within the MTS community as required, including the research and production of historical or archive-related displays or articles. • Recruit and manage a small team of volunteers. • Identify ways of protecting and preserving collections. • Maintain links with the Old Merchant Taylors' Society and its archivist to promote good practice and the sharing of archive material. <p>The job description is current but liable to variation to reflect or anticipate changes in the requirement of the post.</p>
Safeguarding responsibilities	It is 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 and to adhere to and ensure

	compliance with the School's Safeguarding Policy Statement 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 Head Master.
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Person Specification			
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	Essential	Desirable	Method of assessment
Qualifications	Educated to degree level in a relevant subject	Relevant diploma or other postgraduate archive management qualification	Certificate
Experience	Experience of managing an archive	Experience of working with volunteers Experience of working in an educational institution	Contents of the Application form Interview Professional references
Skills	<ul style="list-style-type: none"> • Excellent administrative and organisational skills • Excellent and effective written and oral communication skills • A collaborative worker who can forge good working relationships with others • A problem solver who can make appropriate decisions 	An understanding of research skills in order to help users, particularly students, access materials	Contents of the Application form Interview Professional references

	<ul style="list-style-type: none"> • Able to work independently, under own initiative, as well as part of a team • Able to plan and coordinate activities, establish priorities and meet deadlines • Demonstrable project management skills • The ability to skim and understand an extensive and varied range of material • Adaptability and a high degree of flexibility • A logical approach to the work of identification and classification • A strong eye for detail and accuracy • The ability to anticipate and respond to changing needs and digital media 		
Knowledge	Sound working knowledge of IT packages including Microsoft Office	<p>Working knowledge of GDPR and Freedom of Information legislation, subject access requests, and intellectual property/copyright legislation</p> <p>An understanding of conservation practice</p>	<p>Contents of the Application form</p> <p>Interview</p> <p>Professional references</p>

<p>Personal competencies, qualities, attitude and behaviours</p>	<ul style="list-style-type: none"> • The desire to undertake continuous professional development • A genuine interest in history and in preserving records for posterity Positive, enthusiastic and flexible with a 'can do' attitude • Approachable and open • Ability to adapt to changing situations • Dedicated and conscientious • Able to maintain a cheerful and calm disposition when under pressure • A high level of commitment to customer service • Excellent personal manner and of smart and professional appearance. • motivation to work with children and young people • ability to form and maintain appropriate relationships and personal boundaries with children and young people • emotional resilience in working with challenging behaviours 	<p><i>The personal qualities that would assist the Applicant to perform effectively in the role</i></p>	<p>Contents of the application form</p> <p>Interview</p> <p>Professional references</p>
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	<ul style="list-style-type: none">• positive attitude to use of authority and maintaining discipline		
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General Conditions

Start date	September 2024 or earlier by arrangement, depending on personal circumstances/preferences of successful applicant
Salary	<p>The full-time equivalent salary will be up to £38,903 per annum dependent on skills, experience and qualifications.</p> <p>We are looking to appoint on a part time basis either 3 days (21 hours) per week on a term time only basis or 2 days (14 hours) per week across the academic year depending on the job holder's preference. Salary will be prorated accordingly.</p>
Hours	8.30am – 4.30pm including one-hour unpaid lunch. Flexibility can be applied to the start and end times of the working day and the actual days of the week to be worked.
Other benefits	<p>15% employer contribution to a defined contribution pension scheme (Contributory) Life cover 4 x annual salary and income protection. Access to a cash flexible benefit in lieu of pension contribution Access to a number of lifestyle benefits including Cycle to Work, ULEV cars, and retail discount vouchers via our benefit provider.</p> <p>(all of the above subject to eligibility criteria)</p> <p>Use of School leisure facilities, including pool, gym and lake. Lunch provided free of charge when the School Catering Department is open Free parking on site, with access to electric vehicle charging (payable via app)</p>
Closing date for applications	<p>Wednesday 15th May 2024, 9am</p> <p>Please apply as soon as possible as shortlisting/interviews will progress up until the closing date. Should a suitable candidate be appointed, we reserve the right to close the advert early.</p>
Interviews to be held	w/c 20 th May 2024

Merchant Taylors' School is an equal opportunities employer committed to safeguarding and promoting the welfare of children. As this role will bring you into contact with children you are expected to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974. Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS).