

Job Title	School Archivist (Part Time)
Reports to	Deputy Head (Academic) via the School Librarian.
Hours	To be discussed with the successful candidate. It is expected that this will be around 15 hours per week.
Holidays	This is a term time only position.
Location	Repton School
Benefits	Company Pension Scheme Discounted Sports Centre Membership Cycle to Work Scheme Employee Benefits Scheme
Role Overview	
Repton is a school rooted in heritage and shaped by ambition. Founded in 1557, and set on the site of a former Anglo-Saxon abbey, the School has a rich and distinctive history which continues to inform its identity and purpose today. At the same time, Repton looks outward with confidence, embracing innovation and opportunity in a rapidly changing world. We are seeking to appoint a thoughtful and meticulous Archivist to steward the School's archives and ensure that its history is preserved, understood and shared with care and integrity. The archives at Repton represent not only a record of the School's past, but a vital resource for scholarship, community engagement and the ongoing telling of its story. This is a unique opportunity for an individual with a deep respect for history and a strong sense of professional responsibility to play a key role within the School. The successful candidate will ensure that the School's archival collections are well managed, accessible and sensitively interpreted, contributing to both the internal life of the School and its wider engagement with alumni, parents and the broader community.	
Role Responsibilities	
Archive Management and Cataloguing • Organise, catalogue and maintain the School's archives (physical and digital) • Accession new materials and ensure accurate record-keeping • Maintain a structured and accessible archive system Preservation and Conservation • Ensure appropriate storage and preservation of archival materials • Monitor the condition of collections and implement conservation practices where required • Advise on best practice in the handling and storage of records Digitisation and Digital Access • Lead the digitisation of archive material where appropriate • Develop and maintain digital archive systems and databases • Support long-term digital preservation and access Access, Enquiries and Research • Respond to internal and external enquiries relating to the School's archives • Support research requests from staff, pupils, alumni and external users • Contribute to publications, exhibitions and School communications	

Heritage and Engagement

- Support heritage initiatives and events across the School
- Work with colleagues to promote the School's history and traditions
- Contribute to the use of archival material in alumni and development activity, working closely with the OR Office to do so.
- Specifically ensure that the activities of more recent ORs are documented in the school archives.
- Lead regular historical tours of the school, including both tours of the archives as well as other areas of interest. Tours will be for a variety of stakeholders including pupils, staff, parents and other guests of the school.

Governance and Compliance

- Ensure compliance with data protection, copyright and relevant legislation
- Advise on records management, retention and disposal policies
- Maintain appropriate documentation and audit trails

Strategic Development

- Develop and implement a plan for the development of the School archives
- Identify opportunities to enhance accessibility, engagement and impact
- Contribute to the long-term stewardship of the School's institutional memory

Undertake other reasonable duties as requested by the Headmaster/Principal Deputy Head/Deputy Head (Academic)/School Librarian.

Other Important Information

Safeguarding

Promoting and safeguarding the welfare of children and young persons for whom you are responsible and with whom you come into contact is a critical part of all roles at Repton/Repton Prep.

Under the Sexual Offences Act 2003 it is a criminal offence for a person over 18 (e.g. teacher, matron, sports coach) to have a sexual relationship with a child under 18 where that person is in a position of trust in respect of that child, even if the relationship is consensual. This applies where the child is in full-time education and the person works in the same establishment as the child, even if s/he does not teach the child.

Moreover, whatever the age of the pupil, a sexual relationship between an employee and a pupil will be considered an abuse of a position of trust and gross misconduct, likely to result in dismissal.

Health

The successful applicant will be required to complete a Health Declaration once a formal offer of employment has been made and accepted.

Children Act and Referees

Successful appointment will be dependent upon statutory criminal conviction checks including an enhanced DBS Check in accordance with the Children Act, as well as favourable reports from two referees. It will be assumed that the School may contact your nominated referees without further reference to you, unless you specify any alternative arrangements.

Child Protection Policy

All applicants must be familiar with our Child Protection Policy which can be found at https://reptonpublic.azureedge.net/Repton_Safeguarding_Children_and_Child_Protection_202324_Michaelmas_2023_FEB-1852.pdf?version=638424885323700000