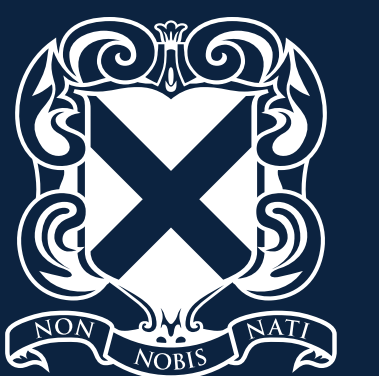

START SEPTEMBER 2026

ARCHIVES OPERATIVE

12 MONTH FIXED TERM CONTRACT



Applications should be submitted no later than noon on
3 June 2026 through the MyNewTerm application portal.



ST ALBANS
SCHOOL



A WELCOME FROM THE HEADMASTER

I am delighted that you are considering applying to join the staff at St Albans School.

Founded in 948 AD, St Albans School is one of the oldest schools in the country, with a rich heritage of academic excellence and innovation. While proud of our long history, we are a forward-looking school that prepares young people to thrive in a rapidly changing world.

Our pupils are intellectually curious, enthusiastic, and ambitious and we aim to foster in them not only academic success but also a lifelong love of learning. At the heart of our approach is the belief that passionate, knowledgeable teaching inspires pupils to explore subjects in depth, think independently, and achieve their best.

Beyond the classroom, life at St Albans School is vibrant and full of opportunity. We offer a wide-ranging and inclusive co-curricular programme, with activities spanning music, sport, drama, debating, CCF, outdoor education, academic societies, and much more. This breadth is central to the all-round education we provide, helping pupils develop confidence, resilience, and a strong sense of community.

Our pastoral care is a cornerstone of school life. We want every pupil to feel known, supported and encouraged to be themselves. We work hard to create a positive, inclusive environment where young people feel safe to take risks, learn from setbacks, and grow into thoughtful, compassionate individuals.

We also recognise that great schools depend on great staff. We are committed to supporting the professional growth and wellbeing of our colleagues. Whether through our robust programme of professional development, opportunities for career progression, or our supportive and collegial atmosphere, we aim to ensure that our staff feel valued and thrive as part of the St Albans School community.

If you are excited by the idea of joining a school that combines high academic standards with a deep commitment to developing the whole person, then I warmly encourage you to apply.

We look forward to welcoming you to St Albans School.

Joe Silvester
Headmaster



CULTURE OF THE SCHOOL

St Albans School is a community rooted in over a thousand years of tradition, yet forward-looking in its ambition. Located in the heart of a historic city, we are very much of the community we serve, not apart from it. Guided by our motto, Non Nobis Nati - "Born Not For Ourselves" - and our School Values, we encourage pupils to look beyond themselves and contribute positively to the wider world.

Pupils and staff experience a welcoming, friendly and cohesive atmosphere where newcomers quickly feel part of the community; we not only welcome diversity but actively embrace it.

Classrooms are safe and supportive spaces that foster curiosity, risk-taking and intellectual challenge. Pedagogy is rooted in research, with the School among the first nationally to be awarded the coveted Chartered College of Teaching Research Mark Plus status. Teachers are responsive to the needs of each individual and nurture both academic potential and personal growth, equipping pupils with the skills and confidence they need for life beyond the school.

Pastoral care is a defining strength of the School. All staff are trained in safeguarding and contribute to pupil wellbeing. Our pastoral care builds confidence and resilience, supported by tutors, Heads of Section, Sixth Form prefects and a large safeguarding team. Additional provision is made by our School Nurses, Mental Health Support Mentors, and Counsellor, ensuring that every pupil is well known, supported and encouraged to thrive.

The School offers a distinctive co-curricular breadth, with 200+ clubs and activities, including a wide sporting programme, vibrant performing arts, and leadership and service

opportunities through CCF and DofE. These experiences enable pupils to develop essential skills such as teamwork, leadership, creativity, resilience and empathy.

We are proud of our strong commitment to the community. Pupils engage in meaningful partnerships with local schools and care settings, and support charitable causes through fundraising and service projects, helping them to understand their responsibilities within both local and global contexts.

Looking ahead, we are excited to welcome our first cohort of girls into Year 7 in September 2026, ensuring that inclusion and community remain at the heart of all that we do.







THE ROLE

To support the effective management, preservation and development of the School's Archive and associated collections. The Archives Operative will assist with cataloguing, digitisation, conservation support, and researcher enquiries, while gaining practical experience in archive management within a professional school environment. The role is designed to provide appropriate preparatory experience for those intending to pursue graduate or postgraduate study in archive management or a related heritage discipline, although it would equally suit a candidate undertaking undergraduate or postgraduate studies alongside part-time employment.

KEY RESPONSIBILITIES

- Support the arrangement, appraisal and cataloguing of the School's paper and digital collections, including the creation and maintenance of accurate electronic catalogue records.
- Assist with the digitisation of archival material in accordance with established standards and procedures.
- Support the rehusing and preservation of archival material in line with recognised best practice and preventative preservation techniques.
- Assist the School Archivist in developing and maintaining the School's digital archive of electronic records.
- Retrieve, transport and reshelve moderately heavy or large archival items for internal purposes or for readers, ensuring appropriate handling at all times.
- Assist with the preparation of archival materials for School events, or enquiries.
- Participate in visits to external repositories and attend relevant events, including those organised by professional bodies such as the School Archives and Records Association, as appropriate.
- Maintain accurate records of work undertaken and ensure compliance with internal procedures relating to confidentiality, copyright and data protection legislation.
- Commit to and actively promote equality, diversity and inclusion in all aspects of the role.

- Comply fully with the School's safeguarding procedures, undertake required safeguarding training, and ensure that any safeguarding updates issued by the School are read, understood and implemented.
- Undertake such other reasonable duties as may be required by the School Archivist or Senior Leadership Team in support of the effective operation of the Archive.

KEY PERFORMANCE INDICATORS

- Accuracy, consistency and timeliness of cataloguing and digitisation work.
- Evidence of adherence to archival standards and best practice in handling and preservation.
- Positive feedback from internal and external users of the Archive.
- Effective contribution to the development and organisation of the School's collections.
- Demonstrated understanding of confidentiality, copyright and safeguarding requirements.
- Professional conduct and reliability in supporting the work of the Archive and wider School community.





KNOWLEDGE/SKILLS/ABILITIES

Essential

- A demonstrable intention to pursue a qualification in Archive Management or a related heritage discipline, or a clear commitment to developing a career within the archives or heritage sector.
- A genuine interest in history and the preservation of documentary heritage.
- Strong organisational skills, with the ability to manage a varied workload and prioritise tasks effectively.
- The ability to review, skim and interpret a wide range of historical and administrative material.
- High levels of accuracy and attention to detail.
- Good IT skills, including confident use of Microsoft Office applications (particularly Word and Excel), and an interest in applying digital technologies to archival practice.
- Clear written and verbal communication skills, with the ability to interact professionally with staff, pupils and external researchers.
- The ability to work both independently and collaboratively as part of a small team.
- Adaptability, flexibility and a proactive approach to learning.
- Commitment to providing a high standard of customer service and facilitating appropriate access to archival materials.
- An understanding of the importance of confidentiality and professional discretion when handling sensitive information.

Desirable:

- Experience of working or volunteering in an archive, library, museum or related heritage setting.
- Familiarity with archival cataloguing standards or collection management systems.
- Basic knowledge of palaeography or historical research methods.
- Experience of digitisation processes or digital file management.

Safeguarding Children

St Albans School is committed to safeguarding young people and promoting the welfare of children. The appointee's responsibility for promoting and safeguarding the welfare of children and young persons for whom they come into contact will be to always adhere to and ensure compliance with the School's Safeguarding Policy and procedures. If in the course

of carrying out the duties of the post the appointee becomes aware of any actual or potential risk to the safety or welfare of children in the School, they must report any concerns to the Headmaster or to the Designated Safeguarding Lead (DSL).



STAFF BENEFITS

We believe that our staff are our greatest asset. We are proud to offer a generous and thoughtfully designed package of benefits to support your professional growth, wellbeing, and work-life balance.

Pension: A contributory pension scheme operated by the Pensions Trust. Details of which include a 6% employer contribution rate and a 3% employee contribution rate. There is the option to increase contributions and the School will contribute double the employee contribution up to a maximum of 11%.

Life Assurance: Four times annual salary.

Free On-Site Parking: Parking is provided at no cost to staff, with availability in the evenings and weekends too.

Complimentary Lunches: A free daily hot lunch is provided during term time for staff working over the lunch period, including vegetarian options, bistro-style dishes, homemade soups and a fresh salad bar.

Health Care: Staff have access to Benenden Health Care who support employee physical, mental and financial health needs including 24/7 counselling and support helpline; 24/7 access to a GP; and discounted Health Assessments.

Salary Extras: All staff have access to Salary Extras, our online benefits platform, offering:

- Discounts on shopping, restaurants and leisure
- Health and wellbeing programmes
- An Employee Assistance Programme
- Financial advice and guidance
- Spread-the-cost schemes for technology and motor maintenance

Staff Accident Insurance: Claim money back for certain injuries or accidents occurring in and out of the workplace.

Annual Flu Vaccination: For staff not eligible for the NHS flu vaccination programme, the School offers free flu vaccinations every Autumn term.

Sports and Leisure Facilities: Enjoy full access to our excellent facilities, including:

- The fitness suite before/after school and on weekends
- The swimming pool (twice weekly and on weekends during term time; extended access in holidays)
- The Sports Hall, available for private use

Library Access: Staff can use our well-stocked School Library, offering a wide selection of fiction, non-fiction, academic resources, and online materials.





EQUITY, DIVERSITY AND INCLUSIVITY

St Albans School is committed to promoting equity, diversity and inclusion through the creation of an environment in which individuals have the opportunity to thrive and be valued for what makes them unique. We are committed to work to eradicate discrimination and prejudice, reduce barriers to learning and promote participation for all, responding to and embracing the diversity of our pupils, parents, staff, governors and volunteers.

The School recognises the benefits of having a diverse and representative school community who value one another and the contributions everyone is able to make. We celebrate difference and we provide opportunities to share perspectives and support one another.

We are members of the Schools Inclusion Alliance and strive to uphold the stated standards. The School is committed to the principle of inclusion and opposes any and all discrimination, including that defined in the 2010 Equality Act based upon age, sex, marriage and civil partnership, gender reassignment, race (including colour, nationality, cultural, ethnic or national origins), SEN and disability, sexual orientation, religion or belief, pregnancy and maternity status. The School will take all reasonable steps within its power to ensure that members of the school community are treated fairly and have the opportunity to participate in achieving their full potential, with additional support provided where appropriate.

All members of the community are responsible for supporting an inclusive environment and there is a designated EDI lead as well as a Governance Committee. Regular training on EDI is provided for staff to ensure they fully understand, and can facilitate and support, the School's ethos and aims for EDI.

Our pupils are taught across the curriculum and co-curriculum to respect themselves and others in a tolerant, understanding and multi-cultural community. The academic curriculum is regularly reviewed to ensure it is reflective of the cultures and backgrounds of our pupils. We have a programme of diversity events and a range of societies and forums to provide support, share experiences and enable pupil voice. Through the development of skills and values, embodied in our motto 'Non Nobis Nati' (Born not for Ourselves), we empower young people to live lives which will contribute positively to the benefit of wider society.



FURTHER INFORMATION

This vacancy is for an Archives Operative (12 month fixed term contract)

The role is designed to provide appropriate preparatory experience for those intending to pursue graduate or postgraduate study in archive management or a related heritage discipline, although it would equally suit a candidate undertaking undergraduate or postgraduate studies alongside part-time employment.

The ideal candidate will have a genuine interest in history and documentary heritage, along with strong organisational skills and a high level of attention to detail. Good IT skills are essential, particularly in Microsoft Office, as is the ability to manage a varied workload and communicate effectively with a range of users. A proactive and flexible approach, combined with the ability to work both independently and as part of a small team, is key.

Previous experience in an archive, library, museum or similar heritage setting would be advantageous, as would familiarity with cataloguing standards, digitisation processes or historical research methods, although this is not essential.

The role can be worked as 3, 4 or 5 days per week, 7.5 hours per day. Some flexibility with daily starting and finishing times is required to fulfil the requirements of the role.

St Albans School is committed to securing equality of opportunity through the creation of an environment in which individuals are treated on the sole basis of their relevant skills and abilities. The School recognises the benefits of having a diverse community of staff and pupils who value one another and the different contributions everyone can make. All policies and practices conform to the principle of equal opportunities including recruitment, selection, training, promotion and career development. Staff are selected according to their

suitability for the for the post, irrespective of background or protected characteristic.

The School is committed to safeguarding and promoting the welfare of children. Applicants must therefore be willing to undergo child protection screening and safer recruitment checks appropriate to the post, including checks with past employers and the Disclosure and Barring Service. St Albans School is an equal opportunity employer, committed to diversity and the creation of an inclusive environment for all employees. Employment selections are made according to suitability for the post, irrespective of background or protected characteristic.

Applications should be submitted no later than noon on 3 June 2026 through the MyNewTerm application portal available here:

www.st-albans.herts.sch.uk/information/vacancies/

The School reserves the right to make an appointment before the closing date, so early applications are encouraged.

