

JOB DESCRIPTION

Archivist



DEPARTMENT	Vaughan Library and Archive
REPORTS TO	Head of Library and Archive
RESPONSIBLE FOR	N/A
WORKING PATTERN	Three days / 24 hours per week as agreed for 39 weeks per year (your employment contract will give full details)
ISSUE/REVISION DATE	September 2026

BACKGROUND

Harrow School is one of the world's most famous schools. Founded in 1572 by a local yeoman farmer, John Lyon, under a Royal Charter granted by Queen Elizabeth I, it is located on a 324-acre estate encompassing much of Harrow on the Hill in north-west London. Around 835 boys aged 13 to 18, who come from all over Britain and across the world, live in the School's 12 boarding Houses, and there are about 120 academic staff and over 500 support staff.

All members of staff work to a single, unifying purpose: to prepare boys with diverse backgrounds and abilities for a life of learning, leadership, service and personal fulfilment.

The Archive was created to collect and preserve records relating to the history of the School with the intention of making the information accessible to future generations. The Archive contains material reflecting the organisation and development of the School from its founding by John Lyon in 1572 up to the present. Included in the collection are Governors' minutes and account books from 1608, Head Masters records from 1800, School lists from 1700. There are also Estate documents from the 14th Century and literary material relating to Lord Byron, Trollope and Sheridan. These together with personal papers from former pupils, school magazines, clothing, trophies, prints and photographs dating from 1850 make up this unique collection.

The Archive is available to Harrow School Community and researchers. Certain records are on closed access and restricted by data protection legislation.

THE ROLE

The Archivist protects Harrow's historical and data records. As the School's Archivist, you will acquire new items, preserve, catalogue, store and make available records and artifacts of the life of the School and use the objects in the archive to bring learning to life for the boys.

KEY RESPONSIBILITIES AND DUTIES

This job description reflects the core activities of the role and is subject to change as the department and the post holder develop. The School expects that the post holder will recognise this and will adopt a flexible approach to work. In addition, the post holder will be expected to undertake such other duties within the scope of the role as may be required by the line manager.

- Plan and develop archival collections with the relevant policies and standards.
- Analyse and evaluate print and non-print materials, appraising their value to posterity.
- Co-ordinate the acquisition, cataloguing, maintenance and preservation of valuable material, and the disposition of materials.
- Prepare descriptions and reference aids for the use of archives, such as lists, indexes, guides, bibliographies, abstracts, and cross-indexing materials as required.
- Develop and implement procedures for the acquisition, processing and preservation of archival materials within allocated budgets.
- Collect new material and encourage deposits, such as photographs, books, documents, film and sound recordings relevant to Harrow School.
- Advise and assist researchers in the use of archival materials in research activities; interpret requirements and supply archival information.
- Keep records and items in Archives safe and confidential (in accordance with the School's archive policy document).
- Give introductory talks on School archive collections and promote them for School use to enable boys, staff and other enquirers to understand the history of the School, and its important place in the history of education the community.
- Occasionally provide exhibitions, talks and visits, as requested by staff (such as Library, the OSRG, Harrow Association and Development Trust) and other visitors.

Harrow School is committed to promoting and safeguarding the welfare of children and young people and expects all staff and volunteers to adhere to and ensure compliance with the School's Safeguarding and Child Protection policies and procedures at all times.

In the event of a successful application, candidates will be required to undergo child protection screening appropriate to the post, including, but not limited to, reference checks with past employers, an Enhanced Disclosure and Barring Service check (including Children's Barred List information) and prohibition checks. This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions and cautions, reprimands and final warnings (including those which would normally be considered as "spent" under the Act) must be declared, subject to the DBS filtering rules. It is a criminal offence for any person who is barred from working with children to attempt to apply for a position at Harrow School. Please refer to the School's Recruitment, Selection and Disclosure Policy for more details.

PERSON SPECIFICATION

QUALIFICATIONS, EDUCATION AND TRAINING

ESSENTIAL

- Diploma and/or Masters in Archives and Records Management or;

KNOWLEDGE AND EXPERIENCE

ESSENTIAL

- Experience of working in one or more archives.
- Excellent IT skills using archival databases and electronic document management.
- Demonstrable track record in liaising with researchers and relevant agencies.
- Knowledge in creating and maintaining digital records.
- Familiar with applicable legislation.

DESIRABLE

- Experience of creating and maintaining web pages.
- Experience in an educational institution.

SKILLS AND ABILITIES

ESSENTIAL

- Highly organised with excellent attention to detail
- Analytical skills
- Forward thinking – anticipating change and developing potential.
- Excellent stakeholder management with the ability to work with people at all levels.
- The ability to work independently and as part of a team
- Committed to professional development

OTHER REQUIREMENTS

- Identify opportunities and contribute to the work of the School's charitable organisation, the Shaftesbury Enterprise where possible and appropriate.

SCHOOL VALUES AND BEHAVIOURS

All staff are expected to conduct themselves in line with the School's values which are: **Courage, Honour, Humility** and **Fellowship**. While the School's values set out what matters most to us, the behaviours below are intended as a shared set of expectations to refer to, and standards to aspire to, in our dealings with others. They are the practical application of our values.

COURAGE

- We remain optimistic and purposeful in a disrupted world.
- We take responsibility for our decisions, even the hard ones.
- We always challenge poor behaviour in ourselves and others.
We are open to new ideas, and seek fresh challenges.

HONOUR

- We keep our promises.
- We act with integrity – doing the right thing, even when it is difficult or when no one is watching.
- We respect and value our traditions whilst setting them in the context of today.

HUMILITY

- We work hard to serve others within the School and across our wider communities where possible putting their interests before our own.
- We give and seek honest and appropriate feedback, reflect on our failures and learn from them.
- We support each other through challenges and whatever the outcome, we celebrate those that took part.

FELLOWSHIP

- We respect each other and value our differences, knowing that we are more effective and more resilient working together.
- We are kind and inclusive; we value the contribution that each of us makes.
- We role model the behaviours that we would like to see in others; we ask only of others what we would be prepared to do ourselves.