



JOB DESCRIPTION

Department:	Development
Post:	Archivist
Responsible to:	Director of Development
Job Purpose:	The Archivist is responsible for the management and preservation of the School's historical records and collections across both Millfield Senior School and Millfield Prep School. This includes both physical and digital materials, ensuring there are systems and procedures in place for their safekeeping, and ensuring they are catalogued, stored and accessible in line with best practice and relevant legislation. The role plays a key part in supporting the School's heritage, supporting alumni engagement, communications, fundraising initiatives and safeguarding the institution's legacy for future generations.

MAIN DUTIES AND RESPONSIBILITIES

Collections Management

- Catalogue, organise and maintain the School's archival collections, including photographs, publications, artefacts, records and digital materials
- Ensure safe storage and preservation in line with professional archival standards
- Develop and maintain accurate cataloguing systems and databases
- Undertake conservation work where appropriate or liaise with external specialists

Research & Enquiries

- Respond to internal and external enquiries relating to the history of Millfield Senior School and Millfield Prep School
- Support staff, pupils, alumni and researchers with archive-related requests
- Provide historical research for publications, events, marketing materials and exhibitions

Digital Archiving

- Oversee the digitisation of archive materials to improve accessibility and preservation
- Maintain digital records in line with data protection and records management policies
- Support the development of digital archive systems and online access where appropriate

Engagement & Promotion

- Curate displays and exhibitions to showcase the history of both Millfield Senior School and Millfield Prep School
- Contribute content for publications, social media and alumni communications

- Support events, reunions and fundraising initiatives with historical content and materials

Records Management & Compliance

- Support the School's records management practices, including retention schedules
- Ensure compliance with GDPR and other relevant legislation when handling records
- Advise departments on appropriate storage and disposal of records

Collaboration

- Work closely with the Development & Alumni team to support engagement and fundraising activity
 - Liaise with Marketing/Communications to provide historical content
 - Build relationships with external organisations, including local archives groups and heritage bodies.
- Safeguarding children is the responsibility of all members of Millfield staff.
 - Any other duties that your line manager sees fit, providing that such duties are appropriate to your role.

PERSON SPECIFICATION

Essential

- Strong organisational skills and attention to detail
- Ability to manage both physical and digital records
- Excellent research and written communication skills
- Ability to handle confidential and sensitive information appropriately

Desirable

- Knowledge of Millfield School and its history
- Experience working in an archive, museum or similar heritage environment
- Knowledge of archival standards and cataloguing practices
- Relevant qualification in Archives, Records Management, History or a related field
- Experience working within an educational or independent school environment
- Experience using archival databases or collections management systems
- Understanding of GDPR and records retention in an organisational context
- Interest in local history and heritage

Millfield School is committed to providing a safe and inclusive environment for all. We are a community that celebrates diversity, supporting our pupils and employees to be brilliant as individuals.

We are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Specific safeguarding responsibilities for

this position are outlined in the job description. Offers of employment are subject to satisfactory safeguarding checks including, but not limited to, Enhanced DBS clearance. All positions within the school are exempt from the provisions of the Rehabilitation of Offenders Act 1974.

Be kind, be individual, be brilliant. Millfield School, where being an individual is recognised as the key to brilliance.

☐ I understand the duties and commitment statement listed above.

☐ I require clarification of the duties listed above.

Signed:.....

Print Name:

Date:.....