



**Chigwell School**

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## **Archivist Job Description (Part time)**



### **Introduction**

Chigwell School is seeking to appoint an experienced Archivist responsible for the maintenance, conservation, cataloguing and interpretation of the School archives, which are currently held offsite. This is a part time position.

### **Background**

Founded in 1629 by Samuel Harsnett, the son of a Colchester baker who went on to become Archbishop of York, Chigwell School stands on its original site with the original school building still in use. However, whilst Chigwell of today is conscious of its long-standing history, it is a forward-looking, ambitious, coeducational independent school of 1,040 pupils aged four to eighteen. It enjoys excellent facilities, a dedicated staff, bright and hardworking pupils, and a site of 100 acres.

Chigwell School is located in the picturesque village of Chigwell just over ten miles from central London and on the Central Line. The extensive, beautiful grounds are close to the edge of Epping Forest and it is rare for a school to have so much space and yet be so close to the centre of the Capital. Most pupils are day pupils but in the Sixth Form, there is a small community of international boarders, roughly thirty from sixteen countries, and these live in four small boarding houses.

As well as being an academic school, Chigwell has the reputation for providing a rich and full education, with plenty of opportunities for all pupils who are enthusiastic, co-operative and able. Chigwell is a caring and friendly school, with a close sense of community, not least between colleagues. As the Good Schools Guide reports: *Academically, pupils are put through their paces but it all seems to be done in such a civilised and pleasant manner that you are more likely to hear pupils talk about opportunities and prospects than pressure and stress. "Anyone who wants to do well here, will do well" said one student, "and I can't think of a nicer place to succeed."*



## **The School Development Programme**

Over recent years, the School's facilities have been extensively developed in order to enhance the educational experience that pupils receive. The development programme has included the following additions:

- 2008 Wilson Building teaching block
- 2008 Floodlit AstroTurf pitch
- 2009 Junior School library extension
- 2010 Complete redevelopment of catering facilities
- 2010 Harsnett's and Church House converted into boys' boarding houses
- 2012 The Old Chigwellian Club and land was incorporated into the school estate
- 2013 Pre Prep School completed and opened
- 2013 Two new science labs created
- 2014 Drama Centre balcony extended to provide additional music and drama rehearsal space
- 2016 The Risham Sarao Sixth Form Centre completed and opened
- 2017 Extension of Dining Hall
- 2018 Renovation of the Chapel
- 2019 Extension of Junior School
- 2020 3G football pitch constructed

The Governors have recently agreed a development masterplan and the next priorities on the School's development plan are to:

- Develop a new Sports Centre with an indoor swimming pool
- Further expand our provision of bursaries
- Expand the facilities for music







## The School

Some pupils join Chigwell School in Reception and there are two classes in each of the three Pre Prep year groups. A small number of children join the Junior School at 7+ (Year 3) and there are three classes in each of the KS2 year groups. At 11+ (Year 7), there is a further entry with four or five classes making up Years 7 to 11. Again, there is a small entry into the Sixth Form. Entry at each stage is selective and although there are three main sections to the School (Pre Prep, Junior School and Senior School) these sections work closely together and there is a common ethos running throughout.

There are over a hundred teachers and together with the support staff, there is a friendly, mutually-supportive atmosphere. We place considerable emphasis on life outside the classroom and believe that the opportunities that we provide help to fulfil our Vision: To inspire our pupils to fulfil their potential and forge their path to success. The School Values are:

- Happiness First  
We create a nurturing space where happiness underpins our achievements and drives us forward.
- Courageous and Resilient  
We seize opportunities all around us and have the confidence to embrace them wholeheartedly.
- Innovative Approach  
We adapt and evolve, influencing our changing world.
- Community of Kindness  
We support and collaborate with each other, making a positive contribution to the community.
- Lifelong Learning  
We cultivate curiosity, keeping the passion for learning alive beyond the school gates.





## School History and its Archives

Chigwell School can be dated back to 1619, when Samuel Harsnett, later Archbishop of York, first purchased a piece of land for £16 10/-, for the purpose of building a schoolhouse. Both the Latin and English schools were formally founded in 1629, with the Archbishop declaring in one of the founding Ordinances: "...that I more affectionately desire that the poor Scholars of my Schooles bee nurtured and disciplined in good manners, than instructed in good Arts, And therefore I charge my Schoolemasters respectively, as they will Answer ytt to God and good Men, That they bring upp their Schollers in the feare of God, and reverance towards all Men: That they teach them obedience to their Parents, Observance to their Betters, entlenes and Ingenuity in all their Carriages, And above all, That they chastise them severely for Three Vices, Lyeing, swearing and filthye speaking, That menn seeing the buds of virtue in their youth May be stirred upp to blesse them and to praise God for their pious Education.'

The Archbishop also stipulated that the Latin Master was to teach 'gratis' eighteen boys from the local area and that the English Master was to teach all Chigwell parishioners 'that shalbe sent unto him.'

In 1868, a new building led to the School being split into two sections. The English section for local children studying arithmetic, reading and writing was housed in the new building behind the King's Head public house. The Latin section (for Latin Scholars only), remained in the original building on the other side of the High Road. Rather unusually for a boys' school at that time, in 1876, it started a bursary programme for girls to attend other schools.

The spiritual centre of the School, the War Memorial Chapel, was dedicated by the Bishop of Chelmsford on 10<sup>th</sup> October 1924 to the seventy-eight former pupils and one Master who died in the Great War and on each side of the altar, plaques record the names of the dead. There were only a total of eighty boys attending the School in 1914.

In 1979 builders found a tunnel from the oldest part of Chigwell School towards the Kings Head Inn nearby. In the tunnel were several trunks of archive material; deeds, books or Governors' minutes and letters. Sorting and cataloguing these began the School's Archive Collection. Since then many more archives have been collected from medieval deeds, quilled letters and bones, to medals valiantly won, cartoons, news cuttings and photographs. We have a rich social history of the School and its surroundings and can follow its development from a single large classroom for a few classics students, who in 1658 included William Penn, through its expansion to incorporate an English School for village boys into the thriving co-educational public school it is today.



## **The Main Purpose of the Role**

To care for, display and maintain the School's current archive material in line with best practice, evaluating materials and sourcing external advice where required, liaising with donors and depositors of archives and providing administrative support to the Development and Alumni Office where necessary.

## **Main Duties and Key Responsibilities**

The postholder will:

- Ensure preservation, administration, promotion and exploitation of the Chigwell School archives
  - Identify, sort and classify those materials required for preservation and retention and those for secure disposal
  - Identify which items should be held on site and which should be retained off site
  - Catalogue existing records and all new acquisitions
  - Devise and implement an archives policy, to include an access policy and digitisation strategy
  - Develop, in liaison with the Director of Development, a strategic development plan for archives
  - Create and take responsibility for a School archive area
- Conduct appraisals of and research into archive material of unique value, held by the School, and make recommendations of changes that might be required
- Appraise potential donations of material
- Encourage potential donors and depositors of archive material and liaise with them
- Respond to queries from alumni, staff, pupils and members of the public and record these queries
- Promote the school archives through exhibitions and lectures and in collaboration with teaching staff and the librarian
- Use social media and other communication channels to promote and engage with the archives, in conjunction with the Director of Marketing
- Uphold and promote the welfare of children and young people at the School

## **General Responsibilities**

The postholder will:

- Maintain a clear and orderly working environment
- Maintain a smart appearance at all times in keeping with the School's image
- Set a good example in terms of punctuality and attendance
- Participate in training, other learning activities and performance development as required
- Attend and participate in relevant meetings as required
- Undertake and document a performance review with the line manager in accordance with the School's performance management review process
- Be aware of and comply with policies and procedures relating to child protection, equal opportunities, health and safety, confidentiality and data protection reporting all concerns to an appropriate person
- Maintain appropriate confidentiality according to the School and legal requirements
- Contribute to the overall ethos, work and aims of the School
- Appreciate and support the roles of other professionals
- Have an awareness of the day to day issues within the School and ensure communication systems are effective between all relevant departments within the School
- Promote equality as an integral part of the role and treat everyone with fairness and dignity
- Carry out any other duties as may be reasonably required appropriate to the post

Employees must be aware of the responsibility placed on them under the Health & Safety at Work Act (1974) to ensure that agreed safety procedures are carried out to maintain a safe environment for employees, pupils and visitors

This job description is not exhaustive and will be subject to periodic review. It may be amended to meet the changing needs of the School.

## Person Specification

Requirement	Essential or Desirable	Assessment
<b>Qualifications / Education /Training</b> <ul style="list-style-type: none"> <li>Educated to degree level in a relevant subject</li> <li>A recognised archives qualification and be a registered member of the ARA or working towards registration.</li> <li>Demonstrable CPD</li> </ul>	Essential Desirable Desirable	<ul style="list-style-type: none"> <li>Application form</li> <li>Certification</li> </ul>
<b>Experience</b> <ul style="list-style-type: none"> <li>Experience of managing an archive</li> <li>Experience in modern cataloguing standards and the application of IT to the cataloguing, interpretation and publicising of archival material.</li> <li>Experience in using archives for education is desirable.</li> <li>Knowledge of the data protection, GDPR and freedom of information legislation may also be advantageous.</li> </ul>	Essential Essential Desirable Desirable	<ul style="list-style-type: none"> <li>Application form</li> <li>Interview</li> <li>Previous experience</li> </ul>
<b>Skills</b> <ul style="list-style-type: none"> <li>Excellent organisational and administrative skills with the ability to manage a wide range of tasks</li> <li>Excellent oral and written communication skills</li> <li>Able to work independently, under own initiative, as well as part of a team</li> <li>A logical approach to the work of identification and classification</li> <li>Demonstrable project management skills</li> <li>An understanding of research skills in order to help users access materials</li> <li>The ability to skim and understand an extensive and varied range of material</li> <li>The ability to anticipate and respond to changing needs and digital media</li> <li>Good IT skills and an interest in applying digital technology to archival practice</li> </ul>	Essential Essential Essential Essential Essential Essential Essential	<ul style="list-style-type: none"> <li>Application form</li> <li>Interview</li> <li>Previous experience</li> </ul>
<b>Personal Attributes</b> <ul style="list-style-type: none"> <li>A genuine interest in history and preserving records for posterity</li> <li>A high level of commitment to customer service and making materials accessible</li> <li>Attention to detail and accuracy</li> <li>Adaptability and a high degree of flexibility</li> <li>A commitment to the profession and to professional development</li> <li>Positive, enthusiastic with a can-do attitude</li> <li>Good interpersonal skills, friendly and approachable, able to relate to a wide range of users</li> <li>Forward thinking; able to identify the changes in the demands for and use of information and prepare to meet the challenges those changes bring</li> </ul>	Essential Essential Essential Essential Essential Essential Desirable	<ul style="list-style-type: none"> <li>Application form</li> <li>Interview</li> <li>Previous experience</li> <li>References</li> </ul>

## Salary

Competitive

## Hours

This is a part time position (at least two days per week TBC). Normal working hours are 8.30am to 4.30pm with one hour for lunch.



## Benefits

Chigwell is a very happy place to work, the School provides a supportive working environment and there is a well-developed programme of professional development. Pupils are enthusiastic, well behaved and eager to learn, and colleagues are supportive, dedicated and get on well together. There is a strong sense of community.

Benefits of working at Chigwell School include:

- A competitive salary
- Strong commitment to professional development
- Membership of the Pension Scheme
- Generous fee remission for each eligible child
- Death in Service Cover
- Personal Accident Cover
- Employee Assistance Support Programme
- Complimentary lunch and break time refreshments during term time
- Free use of School's sports facilities outside of the School day
- Free parking
- Medical Centre on site
- Use of School Library
- A beautiful working environment- 100 acres site beautifully landscaped with a number of listed buildings
- Good transport links by tube (Central Line), road and local bus route.
- A supportive community of highly motivated students and staff

## Applications

Applicants should complete the application form which can be accessed directly from our website: [www.chigwell-school.org](http://www.chigwell-school.org) (Vacancies) and sent to the HR Manager at: [hr@chigwell-school.org](mailto:hr@chigwell-school.org).

Closing date: 27<sup>th</sup> June 2022- early applications welcome

Mr James Rea, Bursar, will be happy to answer any questions; he can be contacted by e-mail: [bursar@chigwell-school.org](mailto:bursar@chigwell-school.org)

**Chigwell is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants must be willing to undergo child protection screening including checks with past employers, prohibition orders and enhanced DBS.**

