

### Job Description

<b>Job Title:</b>	<b>Stowe School Archivist</b>
<b>Hours of Work:</b>	<b>15 hours per week - flexible</b>
<b>Department:</b>	<b>Old Stoic Society</b>
<b>Job Grade:</b>	<b>5</b>
<b>Accountable to:</b>	<b>Old Stoic Society Director</b>
<b>Number of direct reports:</b>	<b>n/a</b>
<b>Budgetary responsibility:</b>	<b>n/a</b>
<b>Location:</b>	<b>Stowe School</b>
<b>Purpose of the role:</b>	To assist in the acquisition, preservation, cataloguing and management of historic school pupil files, documents and artefacts deposited at Stowe School.

#### The Stowe Group

The Stowe Group of schools (Stowe, Ashfold, Swanbourne House and Winchester House) is situated on four separate sites in Buckinghamshire and Northamptonshire and educates children from 3-18 years. Within The Stowe Group there are more than 1,800 pupils and 800 members of staff. The schools occupy sites of historical significance in Swanbourne, Dorton, Brackley and the world-famous landscape gardens at Stowe, where we work with The National Trust to manage 880 acres and open the grounds to over 200,000 visitors a year. Stowe House is open to the public during the School holidays and for guided tours during term time. The Stowe Group is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. In 2021, The Stowe Group launched its transformational Change Makers vision and Change 100 programme.

#### Vision & Ethos

We are Change Makers

Stowe stands in the most sublime setting of any school in the world. Historic buildings, landscaped gardens and the very spirit of the Enlightenment sit at the heart of its founding. But, as this remarkable landmark enters its second century as a leading public school, we believe that beauty and tradition are not enough: our future vision for the School embraces change, uncertainty and the challenges that will face our pupils not just during their academic careers, but throughout the rest of their lives in a world which is increasingly complex and ambiguous. Within that volatile environment we see our pupils and staff as Change Makers. They will make a lasting impact not only while they are here at Stowe, but, perhaps more importantly, in the wider world. The history of this place, both as a stately home and as a pioneering school remains important to our mission of education, and at the heart of a Stowe education remains intellectual enquiry, academic curiosity and a love of learning. We strive for a balance of rights and responsibilities, equality and inclusion and to treat each pupil and member of staff as an individual. Our vision is inspired by a history of progressive thinking, and has been developed through collaboration with our pupils, parents, teachers, support staff, governors and alumni. Yes, we teach pupils how to excel in exams, but we also teach them how to collaborate, how to solve problems and how to think critically. Stowe is educating a generation of Change Makers ready to transform the world.

The Group's talented and committed workforce is one of our greatest strengths. We are committed to fostering team engagement, attracting, mentoring, developing and retaining our best teachers and support staff. We focus on employee wellbeing, provide opportunities for professional growth and we create a culture of community and partnership.

**Key Responsibilities and Accountabilities:**

The Stowe School Archive is a collection of documents relating to the School's foundation in 1923 and its management thereafter; historic pupil files dating from 1923-present day; items of special historical interest relating to the School; historic artefacts and chattels donated to the School; oral history and written accounts of alumni experiences at Stowe, together with material related to the day to day pupil activity at Stowe from 1923-present day. The Archive is currently housed in a number of locations around the school, including in the Mansion and ancillary buildings.

- To accession, sort, catalogue and index all deposits in the Stowe School archives and collection
- To gate-keep and protect historic school files contained in the Stowe School Archive, including accession of recently departed alumni school files into the Archive
- To support the Old Stoic Society by providing material to help further promote the history of the school, and to engage the Stowe School community
- To advise Stowe School on policies and procedures for the future use of the archive to increase accessibility within the relevant legislative framework

**Key Tasks:**

- To catalogue previously unlisted deposits in the Stowe School Archive and to convert older catalogues for inclusion into a MODES database
- To assist with the uploading of existing catalogues into MODES database and use the system to manage all accession and cataloguing thereafter
- To provide professional advice to help develop strategies, policies and procedures that will increase access to the archive and provide best practice
- To work with the Old Stoic Society Director to develop plans to digitise elements of the Stowe School Archive to make suitable material open access via the Old Stoic Website
- To assist in the provision of archive services specific to the Stowe estate
- To provide advice on the conservation needs of the archives and collection material
- To provide an annual budget for required archival materials
- To work with visiting academics and researchers who request access to the archive and accompany them at all times whilst accessing our collection
- To undergo training where deemed necessary for the job
- To be aware of the Stowe School's aims, organisational values and behaviours and their impact on this post
- To carry out all duties and responsibilities with reasonable care for the health and safety of you and any other persons who may be affected by your acts or omissions at work and to co-operate fully with Stowe School in health, safety and safeguarding matters

<b>Person Specification:</b> The selection of candidates for short-listing will be based on this specification and candidates should bear this in mind when preparing their application and completing the application form		
Attributes	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• A relevant degree</li> </ul>	<ul style="list-style-type: none"> <li>• Relevant further studies in Archiving and record-keeping management; museum studies; Heritage Management; Decorative and Fine Art; Conservation management; or similar studies</li> <li>• Membership of relevant bodies</li> </ul>
<b>Specialist Skills and Experience</b>	<ul style="list-style-type: none"> <li>• Excellent oral presentation skills, and an ability to communicate personally with a wide variety of contacts</li> <li>• Working knowledge of MODES or a similar database system</li> <li>• Experience using British Archiving Standards</li> <li>• An excellent telephone manner</li> <li>• Good written communication skills</li> <li>• Good general ICT skills</li> </ul>	<ul style="list-style-type: none"> <li>• Experience in the heritage sector</li> <li>• Experience of working in a small team and with volunteers</li> <li>• Experience of working with committees, volunteers or charitable organisations</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Quiet persistence.</li> <li>• Ability to work independently or within a team</li> </ul>	
This job description and Person Specification reflects the present requirements of the post and as duties and responsibilities change/develop, the job description will be reviewed and be subject to amendment in consultation with the post holder		
<b>Date Agreed: Nov 2024</b>		

Our Values



Value scales:

This value is the least important to the role	This value has some significance to the role	This value is desirable to the role but not essential	This value is important to the role	This value is essential to the role
1	2	3	4	5

In the role of School Archivist we are looking for Change Makers who are (please highlight as appropriate):

Professional:	1	2	3	4	5
Creative Problem Solvers:	1	2	3	4	5
Kind:	1	2	3	4	5
Flexible:	1	2	3	4	5
Collaborative:	1	2	3	4	5
Communicator:	1	2	3	4	5