



SUPPORT POSITION

ASSISTANT ARCHIVIST

PRIMARY AND SECONDARY SCHOOL

Position Description	Assistant Archivist
Reporting	Supervisor –Archivist Reporting to – ICT Operations Leader
Agreement/Award	Independent Schools NSW (Support and Operational Staff) Multi-Enterprise Agreement 2017

Mission Statement

Trinity provides boys with a thoroughly Christian education in mind, body, and spirit.

The School

The support staff at Trinity Grammar School undertake an essential administration, business or operational role within the School, completing their duties in a professional and timely manner whilst supporting the School to meet functional requirements and ensure all students are provided with the greatest possible opportunity to reach their full potential.

Trinity Grammar School’s commitment to academic excellence, pastoral care and participation in a breadth of sporting and co-curricular activities, including the creative and performing arts, develops the talents of individual boys in mind, body and spirit. The School offers a wide-ranging curriculum that is delivered by motivated, caring staff accessing exceptional facilities and resources.

The School is committed to a professional learning culture in which all staff participate. They are supported to set ambitious personal goals for their own professional practice as well as working collaboratively to achieve strategic, School wide priorities.

Purpose of the position

The Assistant Archivist is responsible for the safekeeping and maintenance of Trinity Grammar School’s historically valuable documents and artefacts. The Archivist has responsibility for overseeing the collection, collation and record management of both the School’s physical and digital historical assets.

All staff at Trinity are positive in support of the School's traditions and Christian ethos and are expected to be flexible, enthusiastic, competent and dynamic team members who consistently model professional behaviour and collaborative engagement within the daily life of the School.

Members of the School community are expected to co-operate with the senior staff, establish and maintain effective relationships with teaching staff, support staff, students and parents and maintain high levels of confidentiality and professionalism at all times.

Key relationships

All staff are appointed by the Head Master and are responsible to the Head Master for the overall performance of their duties.

The Head Master delegates authority to the School Executive for the effective management of the School.

Head of ICT will provide guidance and strategic direction of the overall ICT Department.

The Archivist provides guidance and instruction for the day to day duties.

The Head of Human Resources will provide support and assistance to individual pastoral care requirements.

Key accountabilities

- 1 Implement the Trinity Grammar School Archive Plan and strategic goals, to current archival standards with reference to Australian and International Standards and the Australian Society of Archivists ethical guidelines for the collection and preservation of Trinity Grammar School archives and artefacts.
- 2 Manage the Schools records and archive practices to ensure they are fully compliant with state and national laws and regulations and as per the Trinity Grammar School guidelines.
- 3 Develop and deliver a schedule for the preparation for the physical relocation of Trinity Grammar School archive records and artefacts.
- 4 Effectively use the School's Learning Management System, Administration Systems and Archive catalogues and databases to maintain formal records and information required by the School.
- 5 Promote ethical, efficient and appropriate use of physical resources, information technology (equipment and software) and social media.
- 6 Completion of duties in a professional and timely manner with a high degree of accuracy
- 7 Work collaboratively to identify and employ process improvement methods and apply innovative procedures.
- 8 Model the Christian values of the School and provide a Christ-like example to all students regardless of the student's faith or background.

Role Responsibilities

Archives

- 1 Implement the Trinity Grammar School Archive Plan and strategic goals, to current archival standards, Australian Society of Archivists ethical guidelines for the collection and preservation of Trinity Grammar School archives.
- 2 Oversee and co-ordinate the collection, sorting and cataloguing of archival material (records and artefacts) in accordance with professional standards and practices.
- 3 Manage and maintain all aspects of the archival collection, including intellectual control, preservation and storage ensuring copyright, privacy and other relevant laws are managed.
- 4 Organise archival records using the approved classification system to facilitate effective and efficient retrieval of, and access to relevant archival materials.
- 5 Effectively use the School's Learning Management System and Administration System and Archive catalogues and databases to maintain formal records and information required by the School.
- 6 Under limited direction, and in accordance with best practice guidelines, implement preservation measures for records, archives and objects including storing them in the most appropriate location, environmental conditions and security.
- 7 Manage the Trinity Grammar School archives to ensure the delivery of high quality and responsive information, research, collection access to the Trinity community and the public.
- 8 Organize and manage stores both on-site and off-site where School archives and records are stored
- 9 Authenticate and appraise School historical documents and archival materials.
- 10 Acquire and be able to demonstrate a comprehensive corporate and administrative knowledge of the School's history, staff, students, buildings and development.

Project management

- 1 Develop and deliver a schedule for the preparation for the physical relocation of Trinity Grammar School archive records and artefacts.
- 2 Assist with the acquiring and processing of a selected sample of unique and irreplaceable archival materials from members of the wider community providing a record of the aspirations and experiences of Trinity Grammar School.
- 3 Undertake the preparation of lists, transfer of hard copy and storage of the backlog of artefacts gifted to, or acquired by, the School.
- 4 Undertake the preparation of lists, transfer of hard copy and storage of all legacy records and artefacts gifted to, or acquired by, the School.

Safety and Preservation of Archives

- 1 Maintain knowledge of and follow the correct procedures for the handling, the preservation and storage of Trinity Grammar School archives and artefacts in accordance with the Australian and International Standards.
- 2 Ensure all hazardous materials and dangerous materials are disposed of following Trinity Grammar School guidelines.
- 3 Be aware of emergency procedures, location of first aid kits and emergency evacuation assembly locations.
- 4 Wear personal protective clothing as appropriate.
- 5 Archive staff need to have a level of physical fitness in order to:
 - Stand for periods of time
 - Reach with hands and arms and use fine motor skills
 - Occasionally required to stoop, kneel, or crouch
 - Use sharp utensils and equipment
 - Frequently lift and carry objects

Communication

- 1 Prioritise staff, students and external stakeholder needs and meet expectations by quickly and effectively solving problems and building credibility and trust.
- 2 Undertake low level problem solving and decisions making tasks and only escalate to immediate Supervisor if necessary.
- 3 Promote ethical, efficient and appropriate use of physical resources, information technology (equipment and software) and social media.
- 4 Work collaboratively to identify and employ process improvement methodologies and the application of innovative procedures.
- 5 Work with discretion, respect, trust and discernment while also maintaining confidentiality in all aspects of student, staff, parents and School information.
- 6 Identify and implement improvement practices, streamline processes, systems and record keeping.
- 7 Provide a bridge for smooth communication between the Front of School office and internal departments, demonstrating credibility, trust and support.

Technology and Equipment

- 1 Be confident and resourceful in learning new technologies and continuously upskill in digital technologies.
- 2 Effectively use the School's Administration System.
- 3 Effectively use the School's Learning Management System.
- 4 Acquire and continue to develop expertise in Archive catalogue applications as applicable.

Professional Learning

All staff are expected to meet and maintain their professional skills and undertake appropriate training as required.

- 1 Contribute to and participate in professional learning in order to demonstrate continual improvement in employment practice.
- 2 Ensure School compliance requirements are current (First Aid, Working with Children Check etc).
- 3 Undertake continuous learning and upskilling with regards to the School's Learning Management System and Administration and Archive catalogue Systems.

Child Safety Standards

- 1 In line with the School's Core Staff Documents and associated Policies and Procedures, all staff are responsible for understanding and applying the School's Child Safety Policies and Procedures, including identifying and reporting risks, identifying child abuse indicators, management of disclosures and internal and external reporting obligations.
- 2 Communicate confidentiality with appropriate senior staff any issues or perceived danger to a student.
- 3 Where students are under your care, take all practicable measures to protect students where a risk to their safety has been identified.

Work Health & Safety

All staff are expected to:

- 1 Adhere to and implement safe work practices and procedures in accordance with Trinity Grammar School policies.
- 2 Work safely and report any hazards in accordance with School procedures.
- 3 Monitor and take full care of the health and safety of others.
- 4 Participate when required in the resolution of safety issues.
- 5 Lift heavy loads in accordance with WH&S regulations

Professional Experience and Requirements

Essential

- Tertiary qualifications in Archives Management and/or Records Management
- Valid NSW Working with Children Check
- Current First Aid Certificate (incl Anaphylaxis and Asthma Management Accreditation).
- Current CPR Certificate
- Professional member (ASARP or ASAAP) of the Australian Society of Archivists Inc (ASA)
- Active member of the NSW School Archives Special Interest Group of the ASA