



Archives & Chapter Library
St George's Chapel, Windsor Castle

Job Title: Assistant Archivist

Location: Archives & Chapter Library, The Vicars' Hall Undercroft, The Cloisters, Windsor Castle, Windsor, SL4 1NJ

Responsible to: Archivist and Chapter Librarian

Salary: £28,093 p.a.

Hours: 35 hours per week

Projected start date: Wednesday 5 January 2022

Background

St George's Chapel was founded in 1348 as a College of Secular Canons. Its archives, which date from the 12th century, relate not only to the history of the Chapel and associated buildings in the Lower Ward of Windsor Castle, but also to the properties it once possessed in 30 counties in England and Wales. Illuminated manuscripts include the early registers of the Order of the Garter. The Chapter Library contains almost 6,000 rare books, dating mainly from the 16th and 17th centuries.

In 1999, the Archives and Chapter Library were united in a single building, re-designed and converted, with the support of the Heritage Lottery Fund, to appropriate conditions for storage and access. The Dean and Canons of Windsor have also put in hand a conservation and development programme to preserve and open up the collections much more widely to scholars and the general public. These development projects include transcription and translation of medieval material, cataloguing in CALM, digitisation of plans, drawings and photographs, and mounting exhibitions both in the Archives and Library premises and in the Chapel itself.

The person appointed will be part of a team comprising three professional staff - the Archivist and Chapter Librarian, a full-time Assistant Archivist and a part-time Assistant Archivist (Photographs) - and a number of part-time volunteers.

Further details about St George's Chapel, the College of St George and the Archives and Chapter Library may be found on the College's web site at <https://www.stgeorges-windsor.org/archives/>

Job Purpose

To assist with the development and promotion of the Archives and Chapter Library and to deputise for the Archivist and Chapter Librarian. The postholder will be involved in all aspects of the archives and rare books, including preservation, cataloguing, exhibitions, digitisation, records management and providing information and services to College staff,

members of the public, academics and the media. The Assistant Archivist is also responsible for administering the Library's successful Adopt-a-Book scheme.

Main Duties and Responsibilities

1. Assisting the Archivist and Chapter Librarian in the development of the Archives and Chapter Library. Helping to ensure the well-being of the collections and smooth-running of services.
2. Working with the Archivist and Chapter Librarian to ensure the physical care and environmental protection of the archives and rare books.
3. Promoting the College's history and heritage through exhibitions, contributions to the College website and other publications, participation in group visits, and the development of electronic access.
4. Assisting with the accessioning, appraising and arranging of physical and digital records and with the development and implementation of the College's records management and digital preservation programmes.
5. Cataloguing and indexing the collections using CALM and improving the quality of existing entries for the benefit of staff and online users.
6. Maintaining the departmental web pages and contributing material to the College's social media accounts.
7. Involvement in all aspects of running the search room, the provision of guidance and information concerning the Archives and Library and their contents, responding to written, telephone and email enquiries and to users in the search room.
8. Undertaking research work for the Dean and Canons and other College departments.
9. Supervision and training of volunteers and temporary student placements.
10. Keeping abreast of legislation and current professional developments affecting archives.
11. Administering the Library's successful Adopt a Book scheme.

Person specification

Qualifications

Education to degree level.

A recognised professional qualification in archives and records management.

Knowledge/Experience

Familiarity with medieval palaeography and a reading knowledge of medieval Latin.

Experience of cataloguing with CALM, or similar software.

Familiarity with current descriptive and authority standards for archives.

Skills/Aptitudes

Good communication skills in writing, conversation with customers and presenting information to groups.

Excellent customer service.

Good IT skills, including office and web-based skills.

Ability to read and interpret medieval and early modern documents, including those in Latin.

Ability to work independently and as part of a team.

Ability to plan and prioritise work and to meet deadlines.

Strong initiative and problem-solving skills.

Ability to motivate, encourage and supervise volunteers and temporary staff.

Conditions of Employment

It is anticipated that the successful applicant will begin work in **January 2022**. The first three months of the Assistant Archivist's appointment are probationary.

After satisfactory completion of the probationary period the Assistant Archivist is required to give one month's notice to terminate employment. The same period of notice applies in the event of the Dean and Canons wishing to terminate the Assistant Archivist's employment.

The starting salary is £28,093 and is reviewed annually in April. The Dean and Canons have in place a Stakeholder pension scheme.

The hours of work are 35 per week, Monday to Friday.

Annual leave entitlement is 25 days per year rising to 30 days after completing ten years' service. This is exclusive of public holidays. The leave year runs from 1 January to 31 December.

Closing date for applications: **Monday 1 November**

Interviews: **w/c 8 November**

Applications should be made on an official application form, obtainable from the College website: <https://www.stgeorges-windsor.org/about-st-georges/job-vacancies/>

or from: The Chapter Office, The Cloisters, Windsor Castle, Berkshire, SL4 1NJ

Email: chapteroffice@stgeorges-windsor.org

Tel: 01753 848888