

ERSKINE STEWART'S MELVILLE SCHOOLS



ARCHIVIST

Erskine Stewart's Melville Schools (ESMS) are seeking to appoint an Archivist to develop and deliver on projects for our archival collections.

The role will oversee a number of projects on physical and digital archival collections in ESMS. The postholder should have previous archival/record keeping experience and working towards a relevant qualification would be desirable. They will need to have an interest in history, with good attention to detail and analytical thinking skills. Excellent communication skills (orally and in writing) are required as the postholder will work closely with a number of internal and external stakeholders.

The people that work for us are passionate, pioneering and strive for excellence in everything they do. We value the incredible contributions they make to school life, we invest in their careers and we support their ambitions so that they flourish professionally and personally.

This is a term time only, permanent position available from 10 January 2022. The post is full time and the hours of work are Monday to Friday, 8.30am to 4.30pm with 45 minutes unpaid for lunch each day. The postholder will be contracted for 36.25 hours per week.

The FTE salary for this role is on the ESMS Support E Scale which is £20,829 to £22,287 dependent on qualifications and experience. As this role is a term time only role, the pro rata salary will be £18,027 - £19,284 per annum.

The closing date is 12pm on Friday, 17 December 2021.

THE POST

Basic Function	The Archivist will be responsible for developing and delivering on projects for the ESMS archives.
Accountability	The Archivist reports to the Principal.
Authority	The Archivist has authority as delegated by the Principal, and other promoted staff.

Relationships The Archivist works closely with the Heads of the ESMS Junior School, The Mary Erskine School and Stewart's Melville College. They will also liaise with a range of support functions, and internal and external stakeholders.

VISION

To be a sector leading school archival repository by:

- Providing the school community past and present with an efficient historical resource facility, available digitally as well as to physical visitors to the schools
- Delivering high quality and rapid responses to requests for information regarding the ESMS Junior School, The Mary Erskine School, The Edinburgh Institution (later Melville College), Daniel Stewart's College and Stewart's Melville College
- Developing resources and involving the school communities in the work of the Archives.

KEY TASKS

- To respond to inquiries from former pupils, parents of former pupils, staff, the Former Pupils (FP) Guild and the FP Club, The Royal Company of Merchants of the City of Edinburgh and members of the public
- To undertake cataloguing and collating of all archive material, to maintain it in good order and up-to-date, and to incorporate newly gathered or received material/artefacts into the archive
- To keep archive displays in the Schools and at Merchants' Hall fresh and refreshed regularly and appropriate to special occasions, such as Remembrance, Prizegiving & Founders' Day, etc.
- To assist/organise special occasions such as Open Days/Edinburgh Doors Open Day and other events
- To maintain all past school pupil records as these are passed on from the School Offices
- To digitise archive material, as required, to continue the maintenance and development of a photographic/video archive and to use other technology as it develops to ensure that the archive is accessible, secure and sustainable
- To liaise with the Assistant Archivist, based at Stewart's Melville College
- To maintain Archive materials and contact with:
 - Dean Parish Church former members group
 - John Watson's School Former Pupils Group
 - John Watson's Trust
- Encourage 'Pupil voice' in the work of the Archives
- Explore opportunities and ways to integrate Learning and Teaching with the work of the Archives
- To encourage the involvement of volunteers in the work of the archives: e.g. former staff, S6 History pupils
- Assist and support the work of the Marketing Department and the Development Office as required
- Liaise with the Scottish School Archivists' group
- To undertake any other archive related tasks.

REQUIRED SKILLS

	Essential	Desirable
Experience	<ul style="list-style-type: none"> • Previous experience in an archival/record keeping role 	<ul style="list-style-type: none"> • Experience of working in the education sector
Qualifications/ Skills/ Abilities	<ul style="list-style-type: none"> • Analytical thinking skills • Excellent administration skills • Excellent communication skills (orally and in writing) and interpersonal skills • Experience of building professional relationships with internal and external stakeholders • Proficient in the full Microsoft Office package, specifically Word and Excel • Ability to multi-task and prioritise own workload with good attention to detail • Independent, self-motivated, and organised 	<ul style="list-style-type: none"> • A relevant qualification or working towards qualification as a Foundation Member of the ARA • Experience of SharePoint and Management Information Systems • Experience of database management
Personal Attributes	<ul style="list-style-type: none"> • High professional and personal standards • Commitment to continuous professional development 	<ul style="list-style-type: none"> • Clean driving license and access to own car

FURTHER INFORMATION

Our Schools

Erskine Stewart's Melville Schools (ESMS) are a vibrant, friendly, family of schools set in beautiful grounds in the heart of Edinburgh. Established over 150 years ago, we are now proud to be one of the leading schools in Scotland, teaching 2700 girls and boys aged 3 to 18.

ESMS operates as a diamond school. Children are educated together at ESMS Junior School and when they are ready for senior school, pupils move either to Stewart's Melville School or to The Mary Erskine School. The senior schools are in separate locations but closely twinned. At sixth form girls and boys then return to a co-educational learning environment, giving pupils the best of both worlds. We are also rare amongst Edinburgh day schools in offering a coeducational Boarding House to children between the ages of 10-18.

The Schools foster ambition in and outside the classroom, encouraging pupils and staff to work hard and grab every opportunity to fulfil their potential. Teachers are supported to be the best in their field and the children leave the school as accomplished, resilient adults, grounded by the

nine school values which are kindness, appreciation, integrity, respect, grace, responsibility, enthusiasm, commitment and confidence, all of which equips them to make a positive mark on the world.

Heritage

Erskine Stewart Melville School is the story of three different men and women, from contrasting periods of Scotland's history. In 1694, the Scottish businesswoman and philanthropist Mary Erskine founded a girls' school to educate the destitute daughters of Edinburgh merchants. In 1832, Robert Cunningham, a forward-thinking educationalist and philanthropist, founded Melville College to provide children with a new broad based curriculum. In 1855, Daniel Stewart, the son of a poor farm worker, who went on to become a successful businessman, left money in his will to found Daniel Stewart's College, for boys of the deserving poor.

The three schools formally united in the 1970s to form Erskine Stewart's Melville Schools and by the turn of the 21st century had become the largest family of independent schools in Europe. The schools continue to honour the memory of their three founders by supporting children on lower incomes, through our bursary provision and offering a rounded, pioneering education to all its pupils. The Schools are administered by the Royal Company of the Merchants of Edinburgh. Since 1989, powers have been devolved to the Erskine Stewart's Melville Schools' Governing Council, a sub-committee of The Merchant Company Education Board.

REMUNERATION AND OTHER CONSIDERATIONS

As an equal opportunities employer, ESMS is committed to the equal treatment of all current and prospective employees and does not condone discrimination on the basis of age, disability, sex, sexual orientation, pregnancy and maternity, race or ethnicity, religion or belief, gender identity, or marriage and civil partnership. We aspire to have a diverse and inclusive workplace and strongly encourage suitably qualified applicants from a wide range of backgrounds to apply and join ESMS.

The Post	This is a permanent position available from 10 January 2022. The postholder will be required to work during term time only, including any In-Service days.
Hours of Work	Monday to Friday, 8.30am to 4.30pm with 45 minutes (unpaid) for lunch, a paid working week of 36.25 hours. There is entitlement to a free school lunch during term time.
Salary	The FTE salary for this role is on the ESMS Support E Scale which is £20,829 to £22,287 dependent on qualifications and experience. As this role is a term time only role, the pro rata salary will be £18,027 - £19,284 per annum.
Location	The postholder will be required to split their time between Ravelston and the Queensferry Road sites. The days for each site will be agreed with the successful candidate during the appointment process.
Annual Leave	Annual leave will be a paid allowance in the annual salary as this is a term time only contract. All annual leave will be taken during the school holidays.

Eligibility	ESMS is unable to sponsor the employment of international workers in this role. International applicants will therefore be unable to apply for and secure a Skilled Worker visa. The successful candidate will only be able to take up this role if they can demonstrate an alternative right to work in the UK.
Pension	Candidates will be enrolled automatically into the Merchant Company Stakeholder Pension Scheme.
Staff Benefits	Staff are offered a range of benefits including free school lunch during term time; use of the schools' swimming pool and fitness room outside school hours; membership of the ESMS Discount and Benefits Scheme, including a range of discounts at 130,000 retail and entertainment locations. Staff with children at the Erskine Stewart's Melville Schools are entitled to a tuition fee discount of 50% (pro rata) from Nursery to Sixth Form.

ESMS reserves the right to withdraw this position at any time.

APPLICATION PROCEDURE

Applicants must complete the Support Staff application form and Equal Opportunities Monitoring form to be considered for this position. Please note CVs will not be accepted. Please submit both forms to recruitment@esms.org.uk before the closing date.

Any enquiries about this position should be directed to Laura McMurray, HR Assistant, at recruitment@esms.org.uk or by phone on 0131 347 5867.

The closing date is 12pm on Friday, 17 December 2021.