



**MAGDALEN COLLEGE SCHOOL**  
INDEPENDENT DAY SCHOOL FOR BOYS 7 - 18 AND SIXTH FORM GIRLS



## **INFORMATION PACK**

### **Oral Historian**

Part-time – 1 day per week, term-time only, until 31<sup>st</sup> December 2018

**Closing date: Midday, Thursday 25<sup>th</sup> January**

**Interview date: Shortly thereafter**

Oxford OX4 1DZ Telephone 01865 242191  
Email: [master@mcsoxford.org](mailto:master@mcsoxford.org) · [www.mcsoxford.org](http://www.mcsoxford.org)

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## Introduction from the Master, Helen Pike

Magdalen College School is a remarkable place. We are now well into our sixth century, and our former pupils include scholars, war heroes, musicians, Olympians, two Nobel Prize laureates, a Hollywood film director, and a saint. Our success in public examinations, in securing places at top universities, and in an astonishing array of extra-curricular pursuits ensures that we continue this proud tradition. We do so by nurturing the individual potential of each of our pupils, and above all we believe that learning is as fun as it is fulfilling.



Magdalen College School was founded in 1480 by William of Waynflete: schoolmaster, bishop of Winchester and Lord Chancellor of England. Being of humble origins, Waynflete was determined that others of ability should be given the opportunity to learn, to serve and to prosper as he did. And so MCS offers a transformative education in our global university city, the community to which we contribute.

We attract and retain the best staff and MCS is a stimulating, welcoming and thriving environment in which both to learn and to work.

A lot happens at MCS. The various sections of our website ([www.mcsoxford.org](http://www.mcsoxford.org)) including the recent [News](#) will give you an impression of our school.

Thank you for your interest.

*H. C. Pike*



## Oral Historian

### General Information

#### The School

Magdalen College School, founded in 1480 by William of Waynflete, is one of the country's leading independent day schools. It is situated in an enviable location at the heart of Oxford beside the River Cherwell.

#### The Role

The purpose of this role is to record the history of Magdalen College School through the creation of oral records from former pupils and staff of MCS in



particular, but also others of interest from time to time. Duties of the role will include, but not be restricted to:

- Working closely with the School Archivist and Director of the Waynflete Office, and with their input (and with approval of the Master), to identify individuals and themes that have a special part in MCS history to create a set of priorities for the year
- Using digital means to record and store files, provide written notes and catalogue files
- Involving current MCS pupils and staff where possible, for example through the Archives club or working with the History Department
- Participating in writing funding bids or speaking to donors to support the Archivist
- To contribute to the fostering of links with Old Waynfletes and other communities beyond the school with interests in such material



### Person specification:

- Interested in and knowledgeable regarding the history of Magdalen College School
- Interested in people, their stories and the objects which help to tell them
- Prepared to work flexibly when necessary, for example with specific events or in order to facilitate cooperation with colleagues
- A good communicator, in person and in print, capable of interpreting and publicising archival material in particular
- Familiar with the application of IT and cataloguing methods appropriate for the recording of archival material
- Ability to use recording equipment and edit where necessary. Familiarity with archive databases and accessioning digital files would be a distinct advantage

### Application Process



Candidates should submit the Application Form for Support Staff which can be found on the Job Vacancy link of the website ([www.mcsoxford.org](http://www.mcsoxford.org)). To access [click here](#). This should be emailed together with a cv and covering letter of application to the Recruitment Officer, Mrs Sarah Hunter, ([applications@mcsoxford.org](mailto:applications@mcsoxford.org)) by Midday, Thursday 25<sup>th</sup> January. Interviews will be shortly thereafter. The school's preferred method of communication is by email and it will not be

necessary to send a hard copy of the documents by post.



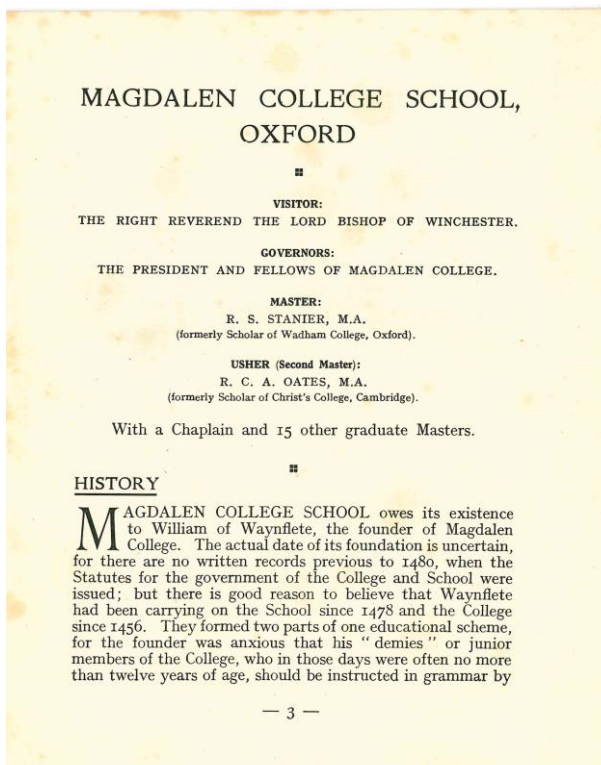


## Safeguarding Policy

Magdalen College School is committed to the safeguarding of pupils, and any offer of employment will be subject to an enhanced DBS disclosure, the receipt of satisfactory references and the school's pre-employment medical questionnaire. We will also require sight of the originals of relevant original ID documentation and degree certificate(s).

## Benefits

Non-teaching staff are automatically enrolled in the school's contributory Group Pension Scheme. This is a defined contribution pension scheme into which the employee contributes 5% of gross salary and the employer contributes 10%.



School fee remission for the children of full-time staff who pass entrance tests for the school is currently 50%. Headington Girls' School currently allows full time staff daughters who pass entrance tests for the school a 20% remission. (Headington fee remission is only available to staff with an FTE of 50% or over). Benefits for part-time staff are pro-rata.

All staff are entitled to the use of School sports facilities when available. A free lunch is provided in the Dining Hall during term time (when working).

Please note that MCS is an inner-city school, with limited parking. Candidates who have been offered a post will be invited to make

representations in the preceding Trinity Term to the Usher (Senior Deputy Head) for a parking space.

## Additional Information

If you have any questions or require additional information, please contact the Recruitment Officer: 01865 253401.