



# MAGDALEN COLLEGE SCHOOL

INDEPENDENT DAY SCHOOL  
BOYS 7-18 & SIXTH FORM GIRLS

## Information Pack

**Archivist (2 days per week  
Term time only)**

To start As soon as possible

Closing Date:

Midday, Thursday 11 April 2024

Interview Date:

1<sup>st</sup> Interview Monday 15 April  
2024

2<sup>nd</sup> Interview Thursday 18 April  
2024





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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.

William of Waynflete founded Magdalen College School in 1480: 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*



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## The School

Magdalen College School, founded in 1480 by William of Waynflete, is one of the country's leading independent day school's. It is situated in an enviable location at the heart of Oxford beside the River Cherwell. Shaped by its Christian Collegiate foundation and links with the university city of which it is part, it aims to inspire in all its pupils a desire to learn, flourish and to serve.

The school will celebrate its 550th anniversary in 2030. The current generation of MCS staff and pupils wish to ensure that we shape a School that is able to flourish for at least another half millennium, and hopefully many more beyond. There are around 980 pupils, boys 7-18 and Sixth Form girls, and over 300 staff who learn and work on the school's central Oxford site.

The success of MCS is due in large part to the diversity of excellence of our pupils. Governors and successive Masters have worked hard to retain a broad mix of pupils. Having funds available for bursaries allows us to offer places to able pupils irrespective of their family circumstances.

## The Waynflete Office

The Waynflete Office is the Development Office of Magdalen College School. The team is responsible for nurturing strong links with our MCS community, which includes alumni (Old Waynfletes or OWs), parents, former parents and staff, and for delivering an integrated programme of communications, events, fundraising activities and stewardship to keep them engaged with the school and promote a culture of philanthropy towards MCS. The community is very warm to the school and is incredibly supportive of bursaries.

The school's specialist archives staff, responsible for enhancing the collections of the school archive, are part of the wider Waynflete Office team. The Archivist works alongside an Art Archivist (p/t 0.2 FTE, term-time) and a Historian working on the Modern Records of the school. In addition, the Director of Alumni Relations has extensive knowledge of MCS during his decades as a teacher, which add to the expertise in developing and communicating the school's archive resources.





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The Waynflete Office's fundraising priority is to help secure the future of MCS by raising funds for pupil bursaries. This has been part of the ethos of the school since its foundation. Many of the Old Waynfletes are supportive of this work as they were able to attend the school through the Direct Grant (11+) or Assisted Places schemes. This is why the work of the Waynflete Office and the Archives is so integrated and embedded in the overall mission of the school.

The Waynflete Office is one of the top school fundraising offices in the country, having delivered highly successful fundraising campaigns, including three Giving Days, and averaging over £1 million a year in donations since its establishment in 2015.

The Waynflete Office comprises six staff:

- Director of the Waynflete Office
- Director of Alumni Relations (part-time)
- Deputy Development Director
- Head of Development Services
- Head of Information Management (part-time)
- Communications and Events Manager





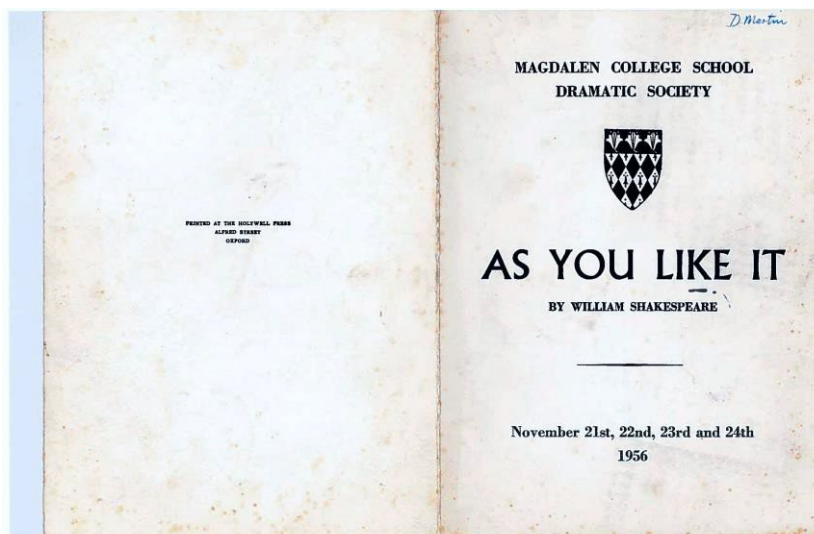
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### The Role

The Archive at Magdalen College School is an important part of the modern school. It is the only school archive accredited by the National Archive. The school's recent inspection report noted that pupils are proud of their school's history. Materials from the Archive are used in teaching, public events and for a pupil archive club.

This is an exciting time to take up the role of Archivist at MCS. The 550th school anniversary in 2030 provides the opportunity to communicate the history of the school through its historic collections and you will be part of planning for this, working closely with the Master, the Director of the Waynflete Office and distinguished external contacts of the school.



The post holder is required:

- To ensure appropriate current MCS material is kept and catalogued, working closely with the Compliance Officer to ensure archive material is retained in compliance with the MCS information asset and retention schedules when agreed;
- To review archive policies regularly to ensure they are fit for purpose;



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- To catalogue appropriate archival material gifted to the school in line with the collecting policy and thank donors;
- To make the archives available to bona fide readers by producing archival material for consultation, supervising its use and providing advice and answer enquiries from pupils, staff and members of the public;
- To contribute to the activities in celebration of the 550th anniversary, fundraising and alumni relations, including photo research for publications, and displays for annual Old Waynflete and donor events;
- To work with the Bursar and Compliance Officer to develop policies on the retention and cataloguing of modern records since 1987;
- To arrange for all preservation and conservation work, liaising with external conservators as part of a rolling conservation programme, prioritising within a ring-fenced budget and bidding for additional funds as appropriate;
- To digitise archive material when necessary, and liaise with external digitisation firms on priority projects within the agreed budget;
- Monitor environmental conditions and integrated pest management in the archive strongroom and storage areas, liaising with colleagues when required;
- Maintain appropriate disaster planning.

In addition, the postholder will be expected:

- To maintain the public archive catalogue and content on the archive pages of the school website;



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- To extend and update the catalogue of material already in the Archives, in particular through the existing database;
- To participate in an active teaching programme, in classroom or archive sessions for MCS and visiting groups;
- To run Archive Club for MCS pupils, drawing on support of colleagues as needed;
- To support fundraising activities and meet interested parties to strengthen the MCS Archives;
- To contribute to the collection of oral histories by initiating contact with interesting OWs and friends, and following up on events and meetings;
- To publicise the school's history and archives by means of talks, group visits and displays within school;
- To develop a system to initiate acquisitions through monitoring sales and auction sites to augment the school's historic collections according to the collecting policy;
- To establish a good working relationship with the school's Art Archivist.
- To establish good working relationships with Magdalen College archives staff and the wider archives community in Oxford and the school archives community nationally;
- To manage the delegated archive budget and contribute to the MCS Strategic Plan.
- To contribute to school and alumni publications as required.



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### The Candidate

The successful candidate will:

- Must hold, or be working towards, a recognised postgraduate archives qualification and be a registered member of the Archives and Records Association;
- Be interested in the history of Magdalen College School;
- Be interested in people, their stories and an enthusiasm for explaining the archive for the interest of others;
- Need to work on occasional weekends and published school holidays for particular projects and events, including Old Waynfletes Lunch (November) and Commemoration Day (July);
- Be familiar with cataloguing to ISAD(G) standard and experience of using collections management software, and with standard IT applications;
- Be familiar with cataloguing standards and the application of IT to the cataloguing, interpretation and publicising of archival material;
- Be willing to maintain Archive Accreditation standards;
- Be willing to assist school in projects celebrating its history as the 550th school anniversary in 2030 provides the opportunity to communicate the history of the school through its historic collections;
- Be familiar with legislation affecting archives, including data protection.

### Application Process

Candidates should submit the following two documents to the HR Administrator, Miss Yelena Molcanova ([recruitment@mcsoxford.org](mailto:recruitment@mcsoxford.org)), which can be found on the Job Vacancy link of the website ([www.mcsoxford.org](http://www.mcsoxford.org)). To access [Click here](#).

1. "MCS Application Form for Teaching and Support Staff" Form



## 2. CV (Curriculum Vitae)

All documentation should be sent no later than **Thursday 11 April, at midday**; early applications are highly encouraged. Any applicants who submit just a CV will be automatically rejected. 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.

**References may be taken up in advance. If you do not wish references to be called for at this stage, please make that clear on the reference section of the application form.**

We anticipate holding 1<sup>st</sup> round interviews on Monday **15<sup>th</sup> April 2024**, followed by a 2<sup>nd</sup> round interview with the Master on **Thursday 18<sup>th</sup> April 2024**. We will be in contact with shortlisted candidates by telephone. Please be aware that all shortlisted candidates will be requested to complete a "Self-Disclosure" form before attending their interview.

## Equal Opportunities

Magdalen College School recognises and is committed to ensuring applicants and employees from all sections of the community are treated equally regardless of race, gender, disability, age, sexual orientation, religion or belief, gender reassignment, marital and civil partnership status, or pregnancy and maternity. We welcome applications from all sections of the community.

## 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, the school's pre-employment medical questionnaire, plus sight of relevant





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original ID documentation and degree certificate(s). This role will be in regulated activity and will require a children's barred list check as well as an enhanced DBS check. The enhanced DBS check is due to this role being exempt from the Rehabilitation of Offenders Act 1974.

### Remuneration and other benefits

This is a term time only contract with 15.5 working hours per week 08:15-17:00 over 2 days with one hour (unpaid) lunch. The salary is £15,159 per annum.

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%.

The school has a fully equipped gym which is available for staff use, and staff may also enjoy access to the University of Oxford's Rosenblatt Swimming Pool. Tennis courts are available, and there is a comprehensive programme of staff sports clubs, including football, climbing, yoga, Pilates, and badminton. Staff also have the opportunity to join choirs and music groups, and to get involved in drama productions. Staff socials, guest nights and Master's Drinks are regular features of each term.

There is a wide range of benefits on offer to staff, including a free lunch during term time and school holidays for all year-round staff, free private health insurance, free mortgage advice, complimentary use of school sports facilities as well as free entry into Oxford Botanical Gardens. Head to [mcsoxford.org/vacancies](https://mcsoxford.org/vacancies) to find out more.

### Additional Information

Please note that MCS is an inner-city school, with limited parking. Staff are encouraged to use public transport wherever possible for their journey to work or take advantage of the cycle to work scheme or Travel Loans available.



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

