ARCHIVES VOLUNTEER

CANDIDATE INFORMATION

King's Worcester

INDEPENDENT CO-ED DAY SCHOOL FOR AGES 2-18



Welcome

Thank you for your interest in the role of Archives Volunteer at the King's School Worcester.

The King's Foundation is made up of three schools: King's Senior School and two preparatory schools, King's St Alban's and King's Hawford. Together, they form a vibrant and nurturing educational community.

King's Senior School educates approximately 780 pupils aged 11–18 on our stunning city-centre campus. Sharing this site is King's St Alban's, a thriving prep school for around 160 pupils aged 2–11. Just north of the city, in the beautiful Worcestershire countryside, King's Hawford provides a dynamic learning environment for approximately 210 pupils aged 2–11. All three schools are united under a single governing body, ensuring a cohesive vision and shared values across the Foundation.

At the core of the King's Foundation is a steadfast commitment to delivering an outstanding education which is made possible by our exceptional staff. We are proud to foster a strong, supportive, and inclusive professional community built on trust, respect, and collaboration.

Our Schools are exciting and rewarding places to work, and we are delighted that you are considering joining us. Our professional family includes a wide range of teaching and support roles, each playing a vital part in the life of our Foundation. Central to our ethos is a friendly and welcoming atmosphere, underpinned by excellent relationships between staff, volunteers and pupils who are encouraged to work hard, play hard, and look after each other.

Our search for the right candidate for this role is important to us, and we know it is important to you too. Please take the time to explore the details within this booklet. If this opportunity strikes a chord with you, we look forward to receiving your application, to meeting you in the weeks ahead, and - if successful - welcoming you to our community.

Thank you for your interest in King's Worcester. We hope this marks the beginning of a fulfilling and inspiring journey with us.

Ben Charles
Head of Foundation

Job Description

We are seeking an enthusiastic and organised Archives Volunteer to support the care, cataloguing and interpretation of our School's historic collections.

The School Archives contain a wealth of material documenting the history and development of King's Worcester, its pupils, staff, and wider community. The successful volunteer will help to bring this material to life by improving the organisation and accessibility of the collection and creating engaging displays for pupils, staff, parents, visitors, and the wider school community.

This is an excellent opportunity for someone with an interest in archives, local or educational history, museums, heritage, or research. Previous professional archival experience is not essential, as full training and guidance will be provided.

We would be delighted to hear from individuals seeking to gain practical experience in archival work, as well as former staff, parents, alumni, or others who wish to contribute their time and skills to preserving our School's history and heritage.

What the Role Offers:

- An opportunity to contribute to the preservation of the history and heritage of The King's School Worcester.
- The chance to work with a varied and fascinating historical collection.
- Training and support in basic archival practice and collections care.
- Opportunities to develop skills in cataloguing, historical research, and exhibition/display work.
- The opportunity to contribute ideas and develop displays that will be seen and enjoyed by the School community.

Key Responsibilities

Cataloguing and Collections

- Assist with the sorting, listing, and cataloguing of archival material.
- Create and update catalogue records, including information about dates, subjects, people, and provenance where known.
- Help to identify, organise, and appropriately store photographs, documents, school magazines, prospectuses, memorabilia and other historical material.
- Assist with basic preservation activities, following the School's procedures.
- Identify material that may require further research, conservation, or specialist advice.
- Maintain accurate records of work undertaken and the location of archival material.
- Support the development of an organised and accessible archive for future generations.

Research and Interpretation

- Research people, events, buildings, and themes connected with the history of the School.
- Help to identify interesting stories and themes within the collection.
- Contribute to short descriptions, captions, and other interpretive material.
- Assist with responding to appropriate enquiries about the School's history and collections.

Displays and Engagement

- Help develop and install an exhibition within the School.
- Select appropriate archival material for displays and suggest themes and stories.
- Assist with displays for anniversaries, reunions, open days, and other School events.
- Explore creative ways of making the archives accessible and interesting to pupils and the wider School community.

The successful candidate will be required to follow all King's School policies and procedures, with particular regard to pupil well-being and safeguarding.

Role Information and Person Specification

Time Commitment

The role is flexible, however we would ideally like a volunteer who can commit to one day per week for an initial period of six months. There may also be opportunities to contribute additional time around exhibitions, anniversaries, or special School events.

Start date: As soon as possible following successful completion of safer recruitment checks.

Person Specification

We are looking for someone who:

- Has a genuine interest in history, archives, heritage, or the history of education.
- Is organised, methodical and enjoys working carefully with historical material.
- Has good attention to detail.
- Has good digital skills and is confident using Microsoft packages such as Word and Excel.
- Is comfortable undertaking independent research.
- Has good written communication skills.
- Is able to handle archival material carefully and respectfully.
- Has an interest in presenting information in an engaging and accessible way.
- Is reliable and able to work independently while also contributing to the wider School community.
- Is willing to learn and follow appropriate archival and collections-care procedures.
- Is able to navigate a steep staircase and safely carry archival materials up and down stairs as required.

Desirable, but not essential:

- Previous experience working with archives, libraries, museums, or heritage collections.
- Familiarity with cataloguing or collections-management systems.
- Experience researching local, family, or educational history.
- Experience creating exhibitions, displays or interpretive material.
- Basic knowledge of digitisation, photography, or image editing.
- A knowledge of safeguarding practices in an education setting, however training will be provided.



Safeguarding Responsibilities at King's Worcester

The King's Foundation is committed to safeguarding and meeting the needs of all children.

What is safeguarding?
Safeguarding and promoting the welfare of children is defined as:

- Providing help and support to meet the needs of children as soon as problems emerge
- Protecting children from maltreatment, whether that is within or outside the home, including online
- Preventing the impairment of children's mental and physical health or development
- Ensuring that children grow up in circumstances consistent with the provision of safe and effective care, and
- Taking action to enable all children to have the best outcomes.

(Definition from *Keeping Children Safe in Education, 2026)*

Our commitment to safeguarding
The King's School, Worcester ensures that safeguarding is given the highest priority and actively promotes the well-being of pupils. Safeguarding and child protection are at the forefront of, and underpin all relevant aspects of, process and policy development.

The Foundation's safeguarding culture supports good practice and enables issues to be addressed promptly and appropriately in the best interests of the children.

Safeguarding culture at King's

As we strive to maintain an open culture of safeguarding across the King's Foundation, we:

- Train our staff and volunteers in safeguarding
- Work in partnership with King's families
- Liaise with external support agencies
- Follow the four Rs: Recognise, Record, Report, Refer
- Prioritise early intervention
- Listen to pupils
- Encourage professional curiosity
- Create a team around the child.

Responsibilities of the successful candidate

Staff and volunteers are advised to maintain an attitude of "it could be happening here and probably is" as far as safeguarding is concerned and should always act in the best interest of the child. All staff and volunteers must:

- Actively promote and safeguard the welfare of all pupils
- Have proper regard for the Foundation's Safeguarding Policy and related procedures
- Report any concerns in a timely manner
- Attend annual safeguarding training.



Application Process

In order to provide our pupils with a well-rounded and enriched educational experience which is truly representative of the world in which they grow up, the King's Foundation strives to place equity, diversity and inclusion at the heart of everything we do, ensuring that we build a community which is truly representative of all backgrounds and experiences. We believe that we will do that best if our employees come from different backgrounds and if we create an environment of inclusion and belonging for them.

All applications will be acknowledged and all applicants will be notified as to whether or not they have been invited to an interview.

Successful applicants will be advised of the date and time of the interview. References will be requested and candidates should be aware that referees will be asked to comment on a candidate's disciplinary record and whether or not the candidate has been subject to any child protection concerns. Proof of identity will be required at interview.

Candidates unsuccessful at interview will receive written notification.

The King's Foundation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All shortlisted candidates will be required to complete a self-declaration regarding any criminal record or other information that may affect their suitability to work with children and an online search against their name/s. The successful candidate will be required to undergo appropriate safeguarding and child protection screening, including enhanced Disclosure and Barring Service (DBS) checks, verification of references and employment history, checks with previous employers, and a Safehire online search prior to the appointment being confirmed. Details of the Foundation's policies on safeguarding and promoting the welfare of children, as well as our equal opportunities policy, are available on request.

How to apply

Candidates should complete a downloadable application form which can be found on the Current Vacancies page of our website at www.ksw.org.uk/careers and should then be emailed to recruitment@ksw.org.uk

Please submit any queries regarding the role to the HR team at recruitment@ksw.org.uk

Closing date for applications: 9am Monday 30th November 2026

We reserve the right to interview suitable candidates and appoint to the role before the closing date, therefore early applications are encouraged.

Please visit the vacancies page of the School website www.ksw.org.uk/careers to find out more about the benefits of working at King's and to hear why our staff love being a member of the Foundation community.

