



ROEDEAN

Join the Roedean Team

Archivist

Girls First: Empowered, Encouraged, Engaged

ON SITE FARM	FOUNDED 1885	50 % BOARDING
4 OFFERS FOR OXBRIDGE		BEST EVER GCSE & A LEVEL GRADES IN THE LAST 2 YEARS
ACADEMIC MENTORING PROJECTS	45 ACRES	
FLOOD-LIT ALL-WEATHER PITCH ON SITE	125 CO-CURRICULAR ACTIVITIES	355 -SEAT THEATRE
GIRLS FROM OVER 35 COUNTRIES	£11m BOARDING REFURBISHMENT	
ISI (NOVEMBER 2021) EXCELLENT IN ALL AREAS	ON THE CLIFFS OVERLOOKING THE ENGLISH CHANNEL	125 YEARS ON CURRENT SITE
		525 STUDENTS ON ROLL

Welcome to Roedean



Roedean is an extraordinary school on an extraordinary site – the girls play cricket and hockey with the sea's blue in front of them and the green of the South Downs behind them, the Maths and Humanities classrooms have perhaps the best views of any in the country, and which other boarding houses have been likened to a boutique hotel? But it is not just the location, but the strong academic focus with a genuine belief in the importance of creativity and an all-round education that makes Roedean unique.

This is an exciting time for Roedean which is marking the 140th anniversary of the foundation of the School, although it moved to its current site in 1898. Ever since its foundation, Roedean has been renowned for providing girls with an exceptional holistic education, and this certainly remains the case today: the girls excel in many fields, achieving excellent academic results, while also playing music beyond diploma level, debating in the Oxford Union finals, playing Netball in Sri Lanka, and throwing themselves into partnership work in the community and beyond. Students achieve Advanced 1 in Ballet, design and race their F24 electric car, exceptional artists can finish A Level Art in a year and then complete a certificated foundation year before applying for direct-

entry Art degrees, and a team of 6 students successfully swam across the Channel to France in June 2022, after which a student in Year 12 made the crossing solo in July 2025.

The School numbers around 525 students, and about half of that number are day girls, joined by boarders from over 35 countries.

Roedean is clearly thriving and, in addition to the evident success in the Arts and particularly STEM subjects, as well as in many areas of school life beyond the curriculum, it is wonderful that the findings of our last three ISI Inspection reports in 2016, 2021, and 2025 all highlighted the excellence in Roedean provision and outcomes for students. Despite current pressures, it is clear that the School is in fine fettle, and where it will be in the coming years is an exciting prospect.

Roedean really is a great place to work – we hope that you would like to join us.

Niamh Green
Head

The Role

The School Archivist is responsible for acquiring, preserving, organising, and providing access to the School's historical records and archive materials. This role ensures that Roedean's heritage is properly documented and accessible for current and future generations of students, staff, and alumnae. The Archivist promotes the School's history through engagement, displays and digital initiatives.

Reporting to the Head of Libraries, the Archivist will manage and develop the School's archives, lead projects to expand the digitisation of archival materials, establish a new dedicated archive space and ensure that archive displays are visible throughout the School and on the School's website and social-media posts. The Archivist will manage the Volunteer Archivist.

Main Duties

Strategic Collection and Preservation

- Acquire, audit, catalogue, and preserve historical records, photographs, publications, and artefacts related to the School's history.
- Ensure proper storage and conservation of physical and digital materials.
- Develop, monitor and review a strategic plan for the Archive in conjunction with the Head of Libraries and the Director of Strategy and Innovation.

Digital Archiving

- Digitise key documents and images for long-term preservation and accessibility.
- Maintain and update digital archive systems and databases.

Research and Reference Services

- Respond to internal and external enquiries from staff, alumnae, the Old Roedeanian Association [ORA], students, and researchers.
- Assist with historical research for publications, events, and curriculum projects

Support for Communications and Marketing

- Provide archival material for presentations, newsletters, social media, school magazines, and promotional content.
- Collaborate with the marketing team to highlight the School's heritage.

Exhibitions, Talks and Displays

- Curate displays for school events such as Founders' Day, Roedean Day, anniversaries, and open days.
- Organise temporary or permanent exhibitions showcasing Roedean's history.
- Arrange and / or present talks, workshops or lectures on the School's history showcasing materials from the archive

Alumnae Engagement

- Support alumnae relations by providing historical context and materials for reunions and communications.
- Maintain records of former pupils and staff.
- Co-ordinate with the ORA and ORA Archive Support volunteers

Policy and Compliance

- Ensure archival practices comply with data protection laws and school policies.
- Advise on retention schedules and disposal of records.

Collaboration with Teaching Staff and Students

- Provide historical resources for use in lessons or enrichment activities.
- Support student projects involving school history or local heritage.
- Work with students and Teaching staff to plan and run a weekly Archive Society.

Record Keeping Advice and Liaison

- Advise departments on best practices for recordkeeping and transfer of materials to the archive.

Professional Development and Networking

- Stay updated with archival standards and practices through membership of relevant professional bodies.
- Maintain the School's membership of professional bodies such as the School Archives and Records Association (SARA), engage with their initiatives and attend and / or host group meetings as required.

Other

- Supporting the Head of Libraries with supervision of the library at busy times and with library events.

Person Specification

Education & Qualifications

- Relevant qualification in History, Archives and Records Management, Library and Information Studies, or a related discipline.
- Strong literacy and communication skills.

Experience

- Experience working with archival collections, either in an educational, heritage, or institutional setting.
- Familiarity with cataloguing systems and archival standards (e.g. ISAD(G), Dublin Core).

Skills & Knowledge

- Knowledge of archival preservation techniques and digital archiving.
- Competence in using archive management software and Microsoft Office.
- Ability to manage sensitive information with discretion and in line with GDPR.

Personal Attributes

- Organised and methodical with attention to detail and ability to undertake self-directed and independent work.
- Strong interpersonal skills and ability to work collaboratively with staff, students, and alumnae.
- Enthusiastic about the importance of education for young women as well as school heritage and storytelling.

Further Desirable Criteria**Qualifications**

- Postgraduate qualification in Archives and Records Management

Experience

- Experience in an independent school or educational environment.
- Experience curating exhibitions or displays.

Skills

- Familiarity with digitisation tools and metadata standards.
- Understanding of school record retention policies and compliance.

The Package

Salary: Roedean NTS Point 25 (£31,728 per annum pro rata)
Hours: 12 hours per week, term time plus 4 weeks (38 weeks in total)

Other Benefits include:

- **Pension** – Contributory pension scheme
- **Remission of fees** for a daughter attending the school, in line with the current policy of the School Council, subject to the usual standards and procedures for admission (currently 40% - pro rata for part time staff)
- **Death in service benefit**
- **Dining and refreshment facilities** throughout the school day whilst on duty
- **Sports and Leisure** – use of the swimming pool, fitness suite and tennis courts (subject to availability). Weekly yoga classes are available after work
- **Wellbeing** – Staff have access to a confidential advice and telephone support service. Regular staff social events
- **‘Cycle to Work’ scheme**
- **Free parking on site**

The School does not have a licence to sponsor migrants under the worker or temporary worker routes. Individuals who wish to work at the School will therefore need to hold or establish immigration status that allows them to work in the UK. The School is legally required to check that all successful job applicants hold the right to work in the UK before work can commence.

Safeguarding

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the School's Safeguarding and Child Protection Policy Statement at all times. If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the School s/he must report any concerns to the School's Designated Safeguarding Lead or, if he/she is the School's DSL, to the Head and relevant agencies.

Roedean is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS).

Roedean is an equal opportunity employer and we welcome the unique contributions that everyone can bring to Roedean in terms of education, opinions, culture, ethnicity, race, sex, gender identity and expressions, nation of origin, age, languages spoken, colour, religion, disability, sexual orientation and beliefs.

How to Apply

Applicants must complete the application pack and return it to vacancies@roedean.co.uk or via post to Louisa Butler, Recruitment Manager, Roedean School, Roedean Way, Brighton, BN2 5RQ.

Closing date for applications is 9am, 25 November 2025.

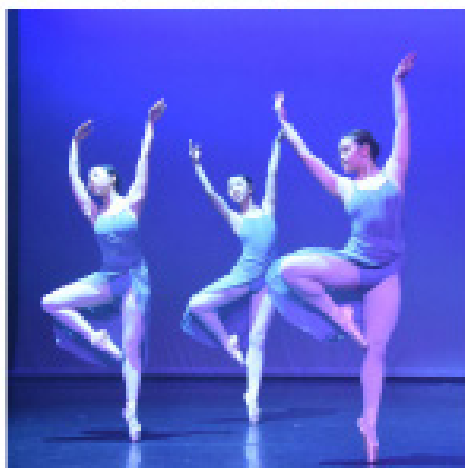
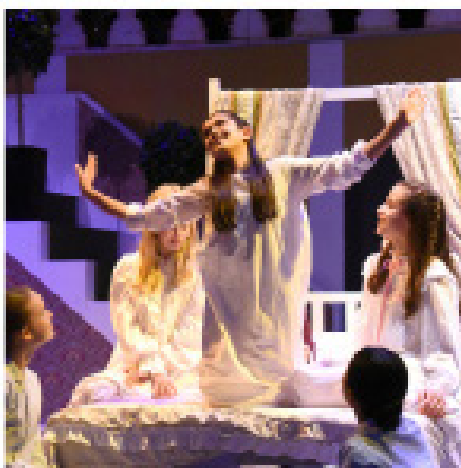
Due to the need to appoint quickly, we reserve the right to interview and appoint at any stage of the process.

Why Work at Roedean?



At Roedean, we are seeking dedicated and enthusiastic members of staff, who are keen to prioritise the girls' well-being and happiness at all times. We are looking for those who enjoy working as part of a team, and who appreciate the importance of the girls' all-round experience at school. We are hoping that the girls will become life-long learners, always keen to undertake new challenges and learn from their experiences, and

Roedean has the same wish for its staff; the school is happy to provide support and training to facilitate the professional development if needed. All members of staff at Roedean enjoy strong and meaningful relationships with the girls, characterised by mutual trust and respect, and this was highlighted in our outstanding ISI Inspection report.



The School Today

Roedean numbers around 525 girls, bringing together students from over thirty-five countries around the world and those who live very locally; these different cultures and experiences add a great deal to the girls' experience, particularly in our increasingly globalised society, and ISI Inspectors remarked that 'the cultural development of pupils is excellent', and commented on the 'mutual tolerance and respect' which came from the integration between pupils from different countries, and between the day girls and those who board.

Founded in 1885 by three sisters to provide 'a thorough, physical, intellectual and moral' education with 'as much liberty as is consistent with safety', the School has always broken the mould. Today, Roedean is determined to empower the girls to challenge themselves to realise their considerable potential; they are given the opportunity to grow up at their own pace, not constrained by finite expectations, and they have the freedom to develop their talents and passions.

Roedean's ethos is clearly focused on the remarkable benefits of a holistic approach to education, in which academic pursuits are complemented by a wide range of co-curricular activities, and the founding Lawrence sisters would be delighted with their legacy today. With over 125 activities on offer every week, the girls enjoy international travel opportunities, a Farm on the school site, the annual House Drama Festival, and our flood-lit all-weather pitch at the heart of the School. Roedean girls excel in a range of sports, and many musicians and dancers perform

beyond Grade 8 level – all such activities have their own intrinsic value, but they also have huge benefits for the girls' academic endeavours. Our 'Wild Fridays' programme sees all of Year 7 and 8 spending every Friday afternoon outside, learning bushcraft skills and orienteering, looking after the animals on the Farm, and outdoor adventure – and they love it! All girls in Years 9 and 10 undertake Bronze and Silver Duke of Edinburgh's Awards, and some also have the opportunity to join the CCF contingent at Lancing College.

Our partnership with St Mark's Primary, in the Whitehawk estate, is hugely rewarding for the pupils at both schools – there are a range of joint weekly activities, we fund-raised and built a Library on their site from scratch, and one year-group comes to Roedean each week for a morning of academic and sporting enrichment. Furthermore, the Roedean Academy, a programme of academic enrichment for Year 10 students, brings together academically gifted and engaged students from six local schools in the maintained sector with those at Roedean, to challenge their academic expectations and broaden their horizons.

Philanthropy is also central to what we do. 100 hot meals are sent each week into the community to feed the homeless in Brighton, 12 girls travel to Moldova each year to teach English to Ukrainian refugees and Moldovan orphans, and the community raised over £48,000 for a range of charities last year.



ROEDEAN'S ETHOS

At Roedean, there can be no doubt that the girls' rounded education 'makes a considerable contribution to their personal development' (ISI Inspection), and it is precisely this which produces independent and creative young women who will make their mark in the world. In the same way that Roedean encourages the girls to pursue a

variety of interests, we expect the staff to be committed to the busy life of this boarding school; it is wonderful when staff join the orchestra or play in the staff-student sports fixtures, and the girls love it when members of staff congratulate them on their role in the previous night's play or the goal they scored in the fixture at the weekend.

ROEDEAN'S CAMPUS AND FACILITIES

Roedean is located on a beautiful 45-acre campus, and owns a further 75 acres of land adjacent to the site. It is the only school in the UK to be set within a National Park and on a coastline, as well as being in the boundaries of a vibrant city. The Grade II listed main building and Keswick House were designed by the leading Victorian architect and Roedean parent, Sir John Simpson, who also designed the original Wembley stadium. The main building incorporates the four main boarding houses, the dining rooms, the Library, and the teaching and administration spaces. Later additions include the Chapel, Science Laboratories, the Theatre and dance studios, the Music wing, Keswick House, and Lawrence House. We also have

an indoor swimming pool, a Sports Hall, which includes a multi-gym, and numerous playing fields to the front and side of the school. With a £1½ million refurbishment of the Sixth Form facilities in 2019, a small Farm on site with sheep and pygmy goats, a refurbishment of our 355-seat Theatre in 2021, and an all-weather flood-lit pitch at the heart of the School, Roedean certainly has wonderful facilities and buildings. A transformation of the Library was completed in April 2024 and delivers an outstanding study, research, and exhibition space within the School's original school hall, further enhancing Roedean's academic provision.





Roedean School, Roedean Way, Brighton, East Sussex BN2 5RQ
+44(0)1273 667657 roedean.co.uk

Charity No: 307063