



# Christ Church Grammar School

## DUTY STATEMENT

### Historical Custodian

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**DATE:** 2025

**STATUS:** Part-time, 0.6 FTE

**TIME:** Days of work to be negotiated

**HOURS:** 22.5 hours per week. Annual and other leave to be negotiated and taken when mutually agreed

**FACULTY/AREA OF RESPONSIBILITY:** Communication and Engagement

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**POSITION CONTEXT:**

Christ Church Grammar School is an Anglican day and boarding school for boys from Pre-Kindergarten to Year 12. Located in Perth, Western Australia, the School overlooks the Swan River at Freshwater Bay in Claremont. Enrolments are comprehensive and at present there are approximately 1750 students including boarders.

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**LINE MANAGEMENT:**

Reporting directly to the Director of Communication and Engagement.

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**POSITION CONTEXT:**

Responsible for the preservation, care, and protection of historical materials and artifacts. This can include documents, records, photographs, manuscripts, and other items of historical significance. Their role is to ensure that these items are maintained, catalogued, and stored in a way that keeps them safe from damage and decay.

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**WORKING RELATIONSHIPS:**

The Archivist is part of a team of 11 people.

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**DUTIES AND RESPONSIBILITIES:**

The School Archivist's role is to:

- Collect, preserve, arrange and describe the School archival collection
  - Manage the oral history program
  - Management of the School honor boards
  - Management of the School's art collection
  - Management of the Old Boys' Gallery and art collections
  - Support investigative History and Social Science class work
  - Mount archival displays
  - Promote the School's Archives
  - Research and write articles on the School's history and its personalities
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**KEY RESULT AREAS**

Position Descriptors:

- Organise and Catalog:
  - Sorting and classifying historical records and materials.
- Preserve and Protect:
  - Taking measures to conserve fragile items, like using climate-controlled environments or special storage methods.

- Research and Education:
  - Assisting researchers or the public in understanding and interpreting historical materials.
- Maintain Archives:
  - Keeping both physical and digital archives in order, ensuring long-term preservation.

#### Behavioural Descriptors:

- Use initiative and take responsibility for all tasks undertaken
- Exercise judgement and solving problems within the scope of the position
- Undertake tasks with accuracy and professional competency within prescribed deadlines and foster a co-operative work environment
- Maintain confidentiality at all times
- Undertake safe work practices
- Undertake other duties as directed

#### Team Participation:

- Work closely and co-operatively with all staff members
- Contribute positively and constructively with the School community
- Ensure performance consistent with the ethos, aims and objectives of the School

#### Customer Outcomes:

- Exhibit awareness of the need for sensitivity and confidentiality in dealing with all members of the Christ Church community together with those in the wider community
- Identify and meet internal and external customer needs and ensure that agreed customer expectations such as timely and accurate responses are met
- Deliver exceptional customer experiences

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### **EXPERIENCE AND QUALIFICATIONS**

#### This position requires:

- Professional experience as an archivist is advantageous
- Experience in using electronic management systems
- Excellent written and communication skills
- A sound knowledge of the legislation regarding collection and keeping of records
- An interest in research
- A passion for history
- Excellent organisational skills and a meticulous approach to detail
- Capacity to work in a team-based environment with an expectation to work autonomously to achieve departmental outcomes
- Strong interpersonal skills
- A commitment to building a strong network within the school community

#### The person must have:

- Ability to work independently as necessary
- Strong attention to detail
- Excellent communication skills
- Initiative, flexibility and reliability
- Ability to maintain confidentiality
- Ability to work co-operatively as part of a team
- Professional presentation and appearance
- The willingness to assist in other areas of administration as necessary
- A commitment to the achievement of the School's goals in marketing and development
- Commitment to continued professional and personal development

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### **SAFEGUARDING CHILDREN AND YOUNG PEOPLE**

Christ Church Grammar School takes child protection seriously, and as an employee of the School, you are required to meet the behaviour standards outlined in our Child Protection Policy and the Staff Code of Conduct, as updated from time to time.

Therefore, as part of your duties and responsibilities, you are also required to:

- Provide a welcoming and safe environment for children and young people
- Promote the safety and wellbeing of children and young people to whom we provide services
- Ensure that your interactions with children and young people are positive and safe
- Provide adequate care and supervision of children and young people in your charge
- Act as a positive role model for children and young people
- Report any suspicions, concerns, allegations or disclosures of alleged abuse to management
- Maintain a valid Working with Children Check
- Report to management any criminal charges or convictions you receive during the course of your employment/volunteering that may indicate a possible risk to children and young people.
- Participate in professional learning covering the Staff Code of Conduct and all school policies and procedures at least biennially

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**SALARY, TERMS AND CONDITIONS:**

- The successful applicant will be employed under the Christ Church Grammar School (Support Staff Enterprise Bargaining) Agreement 2025 or the agreement of the day
- Opportunity to further your career through PD and study considered
- Salary will be negotiated according to qualifications and years of experience