



WESTMINSTER SCHOOL

Archives and Records Management Assistant (Graduate Trainee) – person specification

	Criteria	Essential	Desirable
Qualifications/Professional Development	A bachelor's degree (or equivalent) in a relevant subject, or the expectation of one in 2025	Yes	
	Evidence of continuing study towards a postgraduate qualification in archive management or similar sector qualification	Yes	
	Evidence of continuing professional development through involvement with the Archives and Records Association and/or other networking groups		Yes
Knowledge/Experience	Experience of working or volunteering in archives or the heritage sector	Yes	
	Knowledge of AtoM or other cataloguing software		Yes
	Experience of working in an educational institution and/or with children		Yes
	Experience producing social media posts		Yes
	Knowledge of safeguarding	Yes	
	A commitment to the School's Equal Opportunities policies, and a willingness to promote equality of opportunity in all aspects of the work	Yes	
Skills and abilities	Excellent organisational and IT skills	Yes	
	Excellent interpersonal skills and the ability to communicate effectively both verbally and in writing	Yes	
	Accuracy and attention to detail especially when undertaking repetitive work	Yes	

	Ability to work autonomously and as part of a team	Yes	
	Ability to assist with the heavy lifting of a range of records, which can be bulky and dirty	Yes	