

# Archives Assistant

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# Job Description

**Job Title** Archives Assistant

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**Location** Berkshire Record Office

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**Grade/Salary Range** [RG3 \(scp 15-21 with gateway @ scp 19\)](#)

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**Service/Directorate** Culture  
Economic Growth and Neighbourhood Services

## Job Purpose

1. To assist with collections management and the public service in the Berkshire Record Office.

## Designation of Post and Position within Departmental Structure

1. The postholder reports to the Senior Archivist: Collections Management.

## Main Duties and Responsibilities

1. Assists with search room supervision advising members of the public on the records available and how to access them, and ensuring the security of original documents.
2. Answers enquiries, undertaking detailed research when appropriate.
3. Undertakes document photocopying, microform scanning and digital prints in response to customer orders.
4. Assists with the production of documents from the strongrooms as required in response to requests from staff and public, maintaining appropriate records.
5. Undertakes general service support tasks (eg co-ordinating public service statistics, updating spreadsheets).
6. Contributes generally to the running of the Record Office through participation in staff meetings, other administrative work and in general projects, including outreach, which the Record Office undertakes.

## Gateway Progression Criteria for RG3 Above the Gateway (scp 19-scp 21)

7. Assists with the accessioning of records and with the preparation of records for storage.
8. Under supervision, undertakes cataloguing tasks such as listing, indexing and piece-numbering of records and preparing them for storage.
9. Undertakes other collections-support tasks (eg processing closed records, updating hand lists, processing library acquisitions, cleaning and packaging documents) as from time to time assigned to the post.

## **Scope of Job (Budgetary/Resource Control/Impact)**

1. Berkshire Record Office holds over four miles of historic archives relating to Berkshire in a modern purpose-built building in Reading. It provides a range of research, enquiry and promotional services to residents of Berkshire and visitors from further afield.
2. The postholder works with a team of archivists and archives assistants to provide these services, specifically by assisting with collections management and with the public service.
3. The postholder will spend at least one-half of his/her time (including up to one Thursday evening in three until 9.00pm) assisting with supervision of the public searchrooms.
4. The postholder will also take a share of the enquiry work undertaken by the Record Office, which will involve research into original records.
5. His/her principal tasks apart from these duties will be in the area of collections management and service support, for example by helping to process new acquisitions, listing and piece-numbering documents, maintaining records and statistics and similar activities.

## **Special/Other Requirements/Responsibilities of this Post**

<b><i>Level of DBS check required for this post</i></b>	No Check Required
<b><i>What other security/safer recruitment clearances are required for this post? (excluding standard identity/work permit/education qualification checks)</i></b>	N/A
<b><i>Is this post “politically restricted”?</i></b>	NO
<b><i>Responsibility for Health &amp; Safety:</i></b>	LEVEL 1
<b><i>Please specify any other Statutory Duties and/or responsibilities of this post not already covered in the “Main Duties &amp; Responsibilities” above</i></b>	N/A

# Person Specification

## *Qualifications/Education/Training*

1. Formal qualifications are not required, though evidence of academic attainment to at least A Level standard would be an advantage.
2. Evidence of basic literacy and numeracy and a command of written English are essential.
3. The post would be suitable for a graduate seeking to apply for a postgraduate course of study in archives management.

## *Experience*

1. Answering enquiries requiring both routine and researched answers.
2. Writing short reports, letters or essays.
3. Compiling lists, catalogues and indexes.

## *Skills, Abilities & Competencies*

1. Excellent communication skills in person and on the telephone.
2. Provide a high standard of customer care.
3. Able to work neatly and accurately and with attention to detail.
4. Able to work independently and also as part of a team.
5. Some familiarity with and ability to use databases.
6. Able to understand and interpret enquiries and provide clear oral and written information.
7. Good understanding of archival referencing and indexing schemes.

## *Specific Working Requirements*

1. Able to lift boxes and climb ladders.
2. Interest in history.
3. Neat and professional appearance