



Chattels Assistant – 3 months project post

Department: Archives
Responsible to: Archivist and Records Manager
Grade 4: £28,437 - £34,732
Hours: Full-time, 40 hours (including 1 hour paid lunch break)
(Part-time possible)
Contract: Temporary, 3 months (July – September 2026)

Summary of the Role:

Working with the Archives Team and reporting to the Archivist and Records Manager, the Chattels Assistant will have responsibility for the data entry to the Chattels database on Epexio, of the college's historic silver, furniture, paintings, and other artefacts of value.

Experience:

IT proficient with Office applications (training in Expexio will be provided).

Attention to detail, manage and prioritize tasks, communicate effectively.

An interest, and ideally experience, of working with historic collections.

The role:

Transferring existing data from an Excel database to Epexio, the College archive management software.

Addition of new objects, and related information (e.g., creator, provenance, condition reports, etc.), to the database, and updating existing records (particularly with conservation treatment details and location updates)

Identification of missing information (e.g., location, images, condition) to inform audit activity to generate further database updates

Ensuring information recorded is consistent across all records to enable detailed searches and reporting.



Applications

Applications should be submitted by midnight on Friday 22nd May 2026 and include the following:

- A covering letter explaining why they think they would be suitable for the post, including examples of how they have demonstrated the required competencies.
- A copy of their CV to include the names and contact details of two referees, who have good knowledge of their work and character.
- A completed [Equality Monitoring questionnaire](#). (This will play no part in the selection process and will not be seen by those involved in the decision-making process but will enable the College to monitor the success of its Equality Policy - See website.) (Note: please see the Privacy Notice which explains how we use the data and how long we retain it.)

Interviews are expected to take place in the week commencing 1st June 2026.

All Souls College is an Equal Opportunity Employer and welcomes applications from people of all backgrounds.