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| **Job Title** | Lower Master’s Office Assistant |
| **Reports to** | Office and Events Manager |

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| **Job Purpose** |
| The Lower Master’s Office Assistant is a key part of the Lower Master’s Office and works closely with the Assistant to the Lower Master and the Office and Events Manager, to ensure the duties of the Lower Master’s Office are discharged in a timely and effective manner. As Office Assistant you will undertake a wide variety of tasks, however you will be primarily responsible for undertaking general administrative duties and operating as a receptionist within the New Schools building. |

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| **Key Tasks and Responsibilities** |
| * Manning the reception area, meeting and greeting visitors at all levels of seniority, ensuring that the College presents a professional and welcoming face to everyone;
* Undertaking general office administration, such as sorting post, filing (both electronically and paper-based), typing letters, managing emails, taking notes, answering telephones, ordering stationery etc.;
* Collating information for the timely and accurate production of the College diary (“ Fixtures”), and overseeing its production;
* Assisting in the approval and overseeing the publication of diary and sports entries in SOCS;
* Producing the agenda and minutes for the School Diary Committee;
* Supporting the Office and Events Manager with the proactive management and delivery of events within the College. This may include, but is not limited to: timely production and distribution of invitations, collating and acknowledging responses, organising logistics, co-ordinating transport and car parking, dealing with suppliers, and supporting at the events themselves;
* Assisting Masters and the Office & Events Manager with the organisation and communication of school trips;
* Providing advice and guidance to event participants, speakers, guests and staff on relevant processes and procedures;
* Timely completion of Entertainment and Gift Returns to Finance;
* Arranging and booking venues for meetings and assemblies;
* Developing strong networks, both internally and externally, with key stakeholders;
* Undertaking any administrative tasks as required by the Office & Events Manager or in support of the Assistant to the Lower Master;
* Undertaking any reasonable duties as required to facilitate the smooth running of the Lower Master’s Office;
* Commitment to equality, diversity & inclusion;
* Commitment to safeguarding and promoting the welfare of children.
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| **Skills and Competencies**  |
| To be successful in this role, you will need:* Prior experience in a busy, administrative role;
* Exceptional organisational skills combined with attention to detail so that you’re able to make sure that nothing ‘slips through the cracks’;
* A flexible, positive and proactive approach to your work and those around you, and the ability to multitask and manage competing priorities;
* The ability to communicate effectively with a wide range of people, and to quickly develop relationships and effective networks with key stakeholders;
* A strong customer focus and the desire to go ‘above and beyond’ to ensure that your events are as successful as possible.
* Previous experience of working in an academic environment is desirable but not essential, as is a graduate degree.
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| **Working Pattern**  |
| * This is a 52 week per year role, working an average of 34.75 hours per week. However your working hours and pattern differ during school term and holiday periods:
	+ During school term periods (32 weeks per year) – 8.00am to 5.00pm with one hour for lunch Monday to Friday, and 9am to 1pm on Saturday mornings (excluding Short Leave weekends)
	+ During school holiday periods (20 weeks per year) – 9am to 1pm Monday to Friday
* 5.6 weeks paid holiday. Please note, annual leave cannot be taken during school term periods, you must use all your entitlement (including any lieu days) during periods of school holidays.
* If a bank holiday falls during a normal term period, you will be required to work this day and you will receive an additional day’s holiday in lieu.
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