

Job Title *Dining Room Assistant – College Hall*

Reports to *College Butler*

Job Purpose

Proactively support the College Butler in College Hall to ensure an excellent dining service is delivered to the boys, parents and guests of Eton College. We are looking for a Dining Room Assistant to assist the College Butler in the day to day running of the College Hall. This role is working in College Hall's Front of House and will assist with setting up for meals and College events relating to the King's Scholars, parents and guests.

Key Tasks and Responsibilities

- Assist in the preparation of food service and dining areas;
- Setting up dining spaces in advance of meals and clearing away afterwards;
- Providing a food service within dining and hospitality areas to ensure continuous and unhindered service times;
- Assist with cleaning of all equipment, utensils and working areas after service periods to ensure cleaning schedules are completed accurately;
- Providing waiting services as required;
- To take ownership of health and safety within all areas ensuring correct Health and Safety procedures are followed and compliant;
- To attend meetings and training as requested;
- To undertake any other duties as may reasonably be required of you in the post;
- All employees of Eton College are also expected to:
 - Develop a good understanding of safeguarding procedures, given all positions at Eton are classed as 'regulated activity';
 - Demonstrate a commitment to safeguarding and promoting the welfare of children. This includes but is not limited to completing safeguarding training as required, complying with all safeguarding procedures and ensuring any safeguarding updates issued by the College are read and understood.
 - Understand and comply with procedures and legislation relating to confidentiality;
 - Display a commitment to and promotion of equality, diversity and inclusion.

Skills and Competencies Required

To be successful in this role, the incumbent should have:

- Relevant dining experience;
- Cleaning experience;
- The ability to communicate and work effectively within a team;
- Ability to work under pressure;
- Flexible approach;
- Ability to use own initiative;
- Ability to carry out tasks under pressure.

Last Updated: October 2025

This role profile highlights the key tasks and responsibilities of the role, it is not designed to be an exhaustive list of duties. Roles naturally change and develop over time and it is expected that incumbents will perform tasks which are not included within their role profiles.

Working Pattern

- Your working hours will be 42.5 hours per week, working 6 days per week including evenings and weekend work.
- You will work 40.6 weeks per year (You will be paid over 12 months).
- You will be entitled to 5.6 weeks of holiday. (You must use all your entitlement (including any lieu days) during periods of school holidays. If a bank holiday falls during a school term period, you will be required to work this day and you will receive an additional day's holiday in lieu).

Disclosure Checks

Eton College is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including, but not limited to, reference checks with past employers, an Enhanced Disclosure from the Disclosure and Barring Service (including Barred List information), an online search and, where applicable, Prohibition checks. If you are successful in your application, you will be required to complete a DBS Disclosure Application Form. Any information disclosed will be handled in accordance with any guidance and/or Code of Practice published by the DBS. The College is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions, reprimands and final warnings (including those which would normally be considered as "spent" under the Act) must be declared, subject to the DBS filtering rules. It is a criminal offence for any person who is barred from working with children to attempt to apply for a position at the College.

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