

Job Title School Office Assistant

Reports to The School Clerk

Job Purpose

The School Office Assistant is responsible for supporting the day-to-day administration of the School Office and will support the School Clerk in maintaining the close partnership between School Office and the School. School Office is a focal point within the School for both staff and pupils.

Key Tasks and Responsibilities

- Meet and greet visitors at all levels of seniority in a welcoming and professional manner, ensuring they are directed to the appropriate person or location;
- Manage incoming and outgoing communications proactively, including emails, post and telephone enquiries; sort and distribute incoming mail, and take and pass on messages accurately;
- Respond to queries in a timely and helpful manner, escalating matters to the appropriate person where necessary;
- Assist in event management including large-scale mailings, booking school buses, etc.;
- Use the franking machine to process post daily and ensure the machine remains sufficiently topped up;
- Undertake duties in the Duplicating Office as required;
- Create, edit and update spreadsheets accurately;
- Maintain an accurate inventory of School Events stock;
- Maintain office systems, including accurate data management and efficient filing;
- Support the team with additional administrative tasks to help ensure the smooth running of the department;
- Assist with ad hoc general office requirements, including managing mobile phones for school trips and arranging engraving etc.;
- Undertake any other duties reasonably requested by the School Clerk;
- 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:

- Proficiency in Microsoft office skills (Excel, Word, PowerPoint, OneNote, SharePoint and MS Forms);

Last Updated: July 2026

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- Experience of data management;
- Excellent communication skills, both written and verbal with the ability to liaise with a wide variety of people;
- A professional telephone manner;
- A friendly, courteous and empathetic approach;
- Excellent organisational skills with strong attention to detail and accuracy;
- Integrity, honesty and reliability;
- The ability to maintain confidentiality, discretion and professionalism at all times.

Additionally, you may enjoy this role if you;

- Enjoy engaging with people and you are keen to develop good professional relationships with the boys, colleagues and parents and any external visitors;
- Have experience of working within an Events environment.

Working Pattern

This is a full-time position. During term time (32 weeks) you will be working Monday – Friday 8 – 5pm with 45 minutes for lunch plus 8 Saturdays (8.00am to 1.00pm – no break).

Outside of term time, you will be required to work 3 days (8am – 5pm with 45 minutes for lunch) before the Masters return at the start of the Michaelmas, Lent and Summer terms and 3 days (8am – 5pm) after the Masters finish at the end of each of these terms. At the end of the summer term you will also be required to work an additional 7 days during Summer Schools (9.00am to 3.00pm with 30 minutes for lunch).

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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