|  |  |
| --- | --- |
| **Job Title** | Investigations Assistant |
| **Reports to** | Clerk and Legal Advisor to the Provost and Fellows  |

|  |
| --- |
| **Job Purpose** |
| As an Investigations Assistant, you will work closely with the school’s in-house lawyer, supporting all aspects of the internal legal services provided to the school. This will be a mixed role, with responsibility for the completion of specific tasks as well as general legal administration. Your role will also involve working closely with members of the school’s Leadership Team on a variety of investigations.  |

|  |
| --- |
| **Key Tasks and Responsibilities*** Supporting senior members of the school with the completion of internal investigations, both those involving pupils and members of staff. This may include, for example, taking statements from witnesses, interviewing or assisting with interviewing individuals involved in a case, taking clear notes, reviewing investigation reports, accurately redacting information, and creating document packs;
* Researching information for legal cases and preparing internal reports;
* Preparing legal documents and organising legal files;
* Working closely with other departments in the school, such as the Head Master’s Office, the Lower Master’s Office and the HR Department, and building close and trusting relationships;
* Undertaking general office administration to support the smooth running of the department;
* Maintain the College’s licences;
* Commitment to and promotion of equality, diversity and inclusion;
* All positions at Eton are classed as ‘regulated activity’ as per the Keeping Children Safe in Education 2022 guidance, therefore a good understanding of safeguarding procedures is essential;
* Commitment to safeguarding and promoting the welfare of children, including but not limited to, completing safeguarding training as required, and ensuring any safeguarding updates issued by the College are read and understood;
* Understand and comply with procedures and legislation relating to confidentiality and GDPR.
 |

|  |
| --- |
| **Skills and Competencies Required** |
| To be successful in this role you will need:* Legal Secretary/ Paralegal experience: ILEX qualified or part qualified or the equivalent (eg paralegal or chartered or company secretary qualification);
* Previous experience working as a legal secretary, paralegal or equivalent;
* Relevant experience providing administrative support to senior management level;
* Familiarity with using online legal document sharing systems;
* Advanced MS Office skills: Word, Outlook, Excel and Powerpoint;
* **Thorough understanding of GDPR;**
* Excellent communication skills – both written and verbal;
* Ability to prioritise apparently conflicting requirements;
* Very high degree of accuracy/attention to detail;
* Self-motivated, able to take own initiative and able to work independently;
* Logical, methodical, thorough and well-organised;
* Conscientious, personable, confident and courteous;
* Calm under pressure;
* Diplomatic, trustworthy and discreet;
* The ability to take shorthand notes would be a distinct advantage.

You may enjoy this role if:* You have a ‘can-do’ attitude – you love getting stuck in and you’re not phased by a heavy volume of work and fast changing priorities;
* You’re flexible – you’ll have to juggle lots of competing tasks so you’ll enjoy having lots of different things on the go, and you’re able to organise your time and to prioritise your to do list so nothing slips through the cracks;
* You have an eye for detail – you are naturally detail orientated and you’re able to maintain your attention to detail, even when working under pressure;
* You’re happy to get stuck in and handle the administration and less glamorous tasks, as well as the more complex and visible ones;
* You’re a great communicator – you enjoy engaging with a variety of different people, you’ll always try to meet face to face or pick up the phone rather than email if you can;
* You are able to communicate complex information in a clear and easy to understand manner – you avoid jargon and you are able to flex your style to meet the needs of your audience;
* You have tact and sensitivity – you are able to handle confidential and sensitive information and you won’t share this information with people who don’t need to know;
* You’re confident to use your own initiative, but you also know when to ask for help and guidance;
* You’re naturally resilient and able to deal with ambiguity and change;
* You’re a team-player – you are naturally collegiate and happy to work with a variety of people who have different levels of understanding of the law and legal processes.
 |

**Working Pattern**

* Your working hours will be 35 hours per week, 9am to 5pm, Monday to Friday with one hour unpaid for lunch, over 52 weeks per year;
* You will be entitled to 21 days contractual annual leave, plus additional discretionary leave over the Christmas shut-down period (normally 3 days) and bank holidays.
* When bank holidays fall within a school term period, this is considered to be a working day and a day off in lieu will be given.

**Disclosure Checks**

Eton College is committed to safeguarding and promoting the welfare of its students and staff and expects all staff and volunteers to share this commitment. This role is classed as ‘regulated activity’, whereby the post holder may be required to have contact or be involved in unsupervised activities with children. 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. The suitability of all prospective employees will be assessed during the recruitment process in line with this commitment.  All offers of employment are subject to a number of recruitment checks, including by not limited to; verification of identity and right to work in the UK, an Enhanced DBS check, pre-employment health check questionnaire, satisfactory references, verification of professional qualifications which the College deems a requirement for the post, or which were otherwise cited in support of your application and probationary period.