

Job Title Boarding Team PA

Reports To Deputy Head (Boarding) with a dotted line to the Director of Boarding Development and the Director of Boarding Management

Job Purpose

This role provides PA and administrative support to three senior positions: Deputy Head of Boarding (DHB), the Director of Boarding Development (DoBD) and the Director of Boarding Management (DoBM). This is a fast-paced, demanding role which requires you to remain 'one step ahead' of their daily activities and is involved in everything from diary management and general administration to dealing with staff and parents over the phone and face to face.

Key Tasks and Responsibilities

General tasks

- Managing the diaries of the DH(B), DoBD and DoBM, ensuring they are aware of their commitments and are well prepared – e.g. they have all necessary documents they need for their meetings, they have attended relevant pre-meetings where necessary etc.;
- Proactive management of all incoming communications into the offices of the Boarding Team, which may include, but are not limited to, email, post and telephone enquiries. You will be required to filter communications, draw attention to urgent or time-bound issues, draft responses and respond directly where appropriate;
- Processing expenses for all members of the Boarding Team;
- Arranging meetings, preparing agendas, taking accurate minutes of meetings, highlighting action points and supporting the DH(B), DoBD and DoBM to follow up on these;
- Taking notes at investigation interviews and writing up reports as required;
- Drafting letters and a variety of communications on behalf of the DH(B), DoBD and DoBM;
- Undertaking regular filing for all the Boarding Team, ensuring there is an effective filing system in operation at all times;
- Maintaining all relevant office systems, including data management (and supporting the administration and maintenance of central school information systems), and ensuring the office facilities are in order to enable the efficient functioning of the DH(B), DoBD and DoBM offices. This includes ordering and maintaining stationery, toner and office equipment;
- Meeting and greeting all visitors at various levels of seniority, providing refreshments where necessary;
- Providing general administrative support, such as typing reports, amending documents and policies, creating presentations, proofreading paperwork etc.;
- Working closely with the other PAs and secretaries to ensure the senior management of the school have appropriate administrative support in place at all times;
- Undertaking any other reasonable tasks as requested to ensure the effective running of the DH(B), DoBD and DoBM offices and school as a whole;
- 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.

Last updated: 01/03/2023

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.

Tasks to support the DH(B)

- Performing all administrative duties relating to House Master's 360 reviews in a timely and efficient manner;
- Overseeing and maintaining the Deputy Head (Boarding) email, including responding to emails and escalating emails in the necessary cases;
- Minute taking during a variety of meetings, which include but are not limited to: House Master meetings, House Master Cluster Group Heads meetings and meetings of the Boarding Committee.

Tasks to support the DoBD

- Performing all administrative duties relating to the Big5 Psychometric Assessments in a timely and efficient manner;
- Supporting the DoBD with administering any actions in relation to the Pathway to House Mastering;
- Updating and maintaining the House Teams matrix, and sharing this with relevant stakeholders as and when required;
- Processing expenses for all House Masters.

Tasks to support the DoBM

- Performing all administrative duties relating to Dame's 360 reviews in a timely and efficient manner;
- Supporting with the creation and administration of the House Cover Team schedule;
- Assisting the DoBM with all paperwork and administration relating to the Dames, for example processing expenses and sending through relevant paperwork to the HR Team;
- Minute taking during a variety of meetings, which include but are not limited to Dames' meetings and Dames' Cluster Group Heads meetings;
- Working closely with the HR team to support Dames' recruitment.

Skills and Competencies

To be successful in this role, you will need:

- Demonstrable prior experience working in a PA role within a fast-paced organisation. If you also have experience as a 'team PA' or supporting more than one individual, this would be particularly advantageous;
- A minimum of Intermediate level expertise in the Microsoft Office suite of applications, with particular strengths using Outlook, Word, and Excel. Advanced level experience would be advantageous;
- The proven ability to successfully manage a variety of competing priorities whilst ensuring that nothing 'slips through the cracks';
- The proven ability to produce accurate documentation, including letters and emails, with the ability to proof-read and edit others' work;
- Experience of taking minutes; shorthand would be desirable;
- Previous experience of working in an academic environment would be desirable.

In addition to your experience, you may enjoy this role if you possess:

- Excellent communications skills (both written and verbal) with the ability to give constructive feedback to your line managers and to flex your style depending on the needs of the audience;
- A naturally positive, confident and proactive approach with high levels of personal resilience;
- Flexibility, a 'can-do' attitude, and the desire to work within a fast-paced role with quickly changing priorities;
- A high degree of personal integrity and the demonstrable ability to deal with confidential information with discretion and professionalism.

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Working Pattern

- Your working weeks will be 38 weeks per year, which are likely to be worked as 32 weeks of term time plus 1 week before the start and end of each term.
- Your working hours will vary during term times and school holiday periods, as follows:
Term time (32 weeks) – 8.30am to 5.30pm Monday to Friday with one hour unpaid for lunch
School holiday periods (6 weeks) – 9.00am to 5.00pm Monday to Friday with one hour unpaid for lunch
- You are entitled to 5.6 weeks paid holiday, meaning you will be paid for 43.6 weeks in total. The remaining 8.4 weeks are considered unpaid leave. You are required to take your annual leave during non-term periods, excluding the required working weeks outlined above, as these are periods you are required to work. If a bank holiday falls during term time this is considered a normal working day, and you will receive a day's holiday in lieu, which also must be taken during periods of school holidays.
- Your salary will be paid over 12 months.

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