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| **Job Title** | Administrator - Bekynton |
| **Reports to** | Assistant Catering Director |

**Job Purpose**

Bekynton is the College’s central dining facility, feeding boys from 11 of the 25 boarding houses.

Breakfast, lunch and supper is provided to approximately 650 boys, with their Housemasters and Dames, along with other masters, 7 days a week.

Bekynton also houses the Masters Common Room, which has its own dining room (c70 covers), bar and private dining rooms.

Bekynton is also used as a base to cater for all the College’s sports requirements and a significant proportion of the hospitality around the College campus. There are approximately 55 staff employed in Bekynton.

Bekynton is managed by an external contractor for the College

The Administrator role provides administrative support to assist Management with the accurate maintenance of the book-keeping and control systems of the Company and to ensure office administration is accurate and up-to-date.

**Key Tasks and Responsibilities**

* Carry out accounting and administration tasks in accordance with Company policies and procedures and complete in line with compliance standards.
* Ensure that data requiring manual and electronic returns to centre, are despatched at the appointed times.
* Notify management of any deficiencies or surpluses on cash takings, floats or stocks and any other irregularities that may appear in the accounting or administration systems.
* Assist generally with office duties as required.
* Ensure high standards of personal performance, hygiene, appearance and cleanliness at all times
* Communicate well and demonstrate a pleasant, polite, efficient, caring and friendly service to customers and clients in all areas of service
* Participate in any necessary training and team meetings as required to complete job responsibilities to the Company’s and Client’s standards e.g. health & safety, food hygiene.
* Work as a team member to promote harmonious working relationships within the team
* Assist at any special ad-hoc functions, some of which may occur outside working hours.
* Report any customer complaints or compliments and take some remedial action if at all possible.
* Report immediately any incidents of accident, fire, theft, loss, damage, unfit food, or other irregularities and take such action as may be appropriate.
* Cover in other areas during periods of holidays and sickness.
* Comply with all Company policies/procedures and client site rules and regulations
* Comply with all Company & client policies and statutory regulations relating to Health & Safety, safe working practices, hygiene, cleanliness, fire and COSHH. This will include your awareness of any specific hazards in your work place
* Access to e-Prophit system to input data and transit
* Carry out other reasonable tasks as directed by management
* Undertake occasional duties outside the normal routine but within the scope of the position and the department’s activities.
* Summer letting Period - Staff will be required to work for the whole of the summer programme.
* Adhere to the Company and Client Child Protection Policy, displaying a commitment to promoting and safeguarding the welfare of pupils at the school
* 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

**Skills and Competencies Required**

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

* Good working knowledge of Microsoft Word, Outlook and Excel
* Previous experience working in a busy and changing administrative environment and juggling competing priorities;
* Ability to use own initiative and work autonomously on day-to-day enquiries.
* Excellent communication skills – both written and verbal
* Ability to organise and prioritise own workload
* Experience and skills managing customer relationships to ensure a high level of customer care and satisfaction
* Smart and well-presented appearance

You may enjoy this role if:

* You enjoy working as part of a team
* You are proactive and positive with a ‘can-do’ attitude

**Working Pattern**

* Your working hours will be 37.5 per week, Monday – Friday 9.00am-5.30pm with 1 unpaid hour for lunch.
* You will be working 46 weeks per year. (You will be paid over 12 months)
* You will be entitled to 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.)
* Any remaining weeks, save as outlined in your annual leave provisions, are deemed to be non-working weeks.

**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.**