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| **Job Title** | House Master’s Secretary |
| **Reports to** | House Master |

**Job Purpose**

To provide secretarial support for the House Master.

**Key Tasks and Responsibilities**

* Maintaining House records and filing.
* Ordering and storing House Master’s stationery – making a weekly trip to Eton Stationers to keep on top of this
* Managing invitations and their replies
* Typing and mailing newsletters and reports
* Managing House Masters’ formal correspondence with Prep Schools and other institutions.
* Diary keeping
* Responsibility for promoting and safeguarding the welfare of the boys with whom the job holder comes into contact, will be to adhere to and ensure compliance with the College’s Child Protection Policy Statement at all times
* 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 2023 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**

* Good interpersonal skills
* Administrative skills
* A good telephone manner.
* Numeracy and typing skills
* Computing experience (Word & Excel)
* Trustworthiness in handling confidential matters is absolutely essential

**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.