

Job Title Secretary to the Vice-Provost

Reports to Vice-Provost

Job Purpose

The Secretary to the Vice-Provost provides crucial support to the Vice-Provost in their activities both in and outside Eton through diary management and providing secretarial and administrative support. This includes correspondence, minute taking, dealing with telephone calls and emails, management of events, guest lists and invitations and receiving visitors. A key requirement for this role is for someone who the Vice-Provost trusts implicitly and who is capable of proactively planning and managing his workload and diary in what will inevitably be a busy and close professional relationship. You will need to build excellent relationships with a wide range of internal and external stakeholders.

Key Tasks and Responsibilities

- Ensure the proactive management of incoming communications into the Vice-Provost's Office, which include, but are not limited to, email, post and telephone enquiries. This includes filtering communications, drawing attention to urgent or time-bound issues, drafting responses and responding directly where appropriate;
- Manage the Vice-Provost's diary, ensuring they are aware of their commitments and are well prepared – e.g. they have all necessary paperwork required for meetings;
- Liaison with key individuals and offices within Eton: Fellows, The Provost, Head Master's Office, The Bursar's Office, members of teaching staff, Old Etonians, Eton families and friends, and College Collections Team;
- Management of guest lists and invitations, for Lunches and Dinners both in the Vice-Provost's Lodge, or other venues as required; full co-ordination of catering and communicating with guests for their arrangements and requirements;
- Management of large individual events such as Memorial Services, OE Remembrance Service, Annual or biannual events such as the Gladstone Lecture/Dinner; and Retired Staff Tea Party ensuring catering is fully organised together with security, parking and aspects involved in the co-ordination of large numbers of visitors;
- Co-ordination of Meetings and liaising with Fellows, External Visitors and Internal Staff for Heritage Meetings (Collections, Historic and Landscape), and Regulatory and Compliance Committee. Preparation of papers and distribution and minute taking where required;
- EPET: Co-ordination of Eton Porny Parish Trust Grant allocations. Liaising with Head Teachers of local schools, collate Applications and circulate to the committee, arrange and facilitate the Committee meetings, and all paperwork involved in the awards given and distribution of Funds;
- Fourth of June: Issue of invitation to all staff with young children and administration of tickets, to watch the procession of boats on the fourth of June from Fellows Eyot, on behalf of the Vice-Provost, liaising with grounds department and security for the set up;
- Support the Vice-Provost in his Chairmanship of various OE Trust Funds;
- Support the Vice-Provost in his management of the Collections, and Friends of the Collections. Organise the annual dinner for the External Collections Meeting;
- Arrange travel, booking of flights, ferries, visas and accommodation;
- Produce termly Entertainment Returns and manage invoices;

Last updated: 23/05/2022

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.

- Meet and greet visitors at all levels of seniority;
- Manage office systems and filing;
- Assist in the running of the Vice-Provost's Lodge as required, including co-ordination with the Vice-Provost and the Buildings Department to ensure the maintenance, cleaning and decoration of the Lodge are in good order;
- Undertake any reasonable tasks as requested to ensure the effective running of the Vice-Provost's Office and school as a whole;
- Responsibilities in relation to safeguarding:
 - Where required, undertake regulated activity, such as unsupervised contact with children, ensuring that safeguarding procedures are followed and providing safe and effective care at all times;
 - Have a good understanding and effective implementation of Child Protection procedures;
 - Display commitment and promotion of equality, diversity & inclusion;
 - Display 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

To be successful in this role, you will need:

- Demonstrable prior experience working in a secretarial or administrative role;
- A minimum of Intermediate level expertise in the Microsoft Office suite of applications, with particular strengths using Outlook, Word, and Excel;
- The proven ability to successfully manage a variety of competing priorities whilst ensuring that nothing 'slips through the cracks';
- Excellent communications skills (both written and verbal) with the ability to flex your style depending on the needs of the audience;
- A willingness to 'muck in' and support with whatever tasks are required;
- A flexible approach to completing the task in hand occasionally after the end of a normal working day;
- The proven ability to produce accurate documentation, including letters and emails place cards, menus, and table plans;
- A high level of discretion;
- Tact and diplomacy, and the ability to communicate with all levels across the College, parents and others from outside the College.
- Experience of taking minutes;
- A naturally positive, confident and proactive approach;
- The ability to prioritise and work well under pressure;

Working Pattern

- You will work 15 hours per week, 10am to 1pm Monday to Friday. You will work these hours during term time (32 weeks per year), plus three days before the start of each term and three days at the end of each term, equating to a total of 35.6 working weeks per year;
- You are entitled to 5.6 weeks paid holiday per annum, inclusive of bank holidays (payment for this has already been included in your salary). Therefore, you will be paid in total for 41.2 weeks per year, although you will receive your salary over 12 months;
- Please note, annual leave cannot be taken during school term periods, you must use all your entitlement during periods of school holidays, except for in the required working weeks as outlined above;
- If a bank holiday falls during a normal term period, you will be required to work this day and you will receive an additional day's holiday in lieu.

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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.

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