

Job Title	Commercial Office Assistant
Reports to	Head of Short Courses and Lettings

Job Purpose

The Commercial Office Assistant supports the Commercial Department with all day-to-day administrative tasks. The Commercial Department is responsible for the organisation, management, and oversight of the international and local Short Course programme, which is hosted at Eton College and operational during the holidays, on an annual basis. The team also manage all external use of school facilities.

Key Tasks and Responsibilities

In relation to Short Courses:

- Assist with the creation of all timetabling of Short Course activities;
- Assist with collation of the student information for the all the Residential and Non-Residential Courses;
- Liaise with the schools involved in our partnership courses in regard to their student applications;
- Responsible for the marketing of and the student allocation in relation to the Non-Residential Courses;
- Responsible for the booking of visits and trips to theatres and other attractions;
- Create staff briefing sheets for all Short Course activities;
- Arrange student room allocations in boarding houses;
- Assist with catering arrangements for Short Courses;
- Coordinate the ordering of Short Course branded clothing for students and staff;
- Liaise with parents, Eton staff, external suppliers, etc.;
- Assist with the Petty Cash reconciliation at the end of the Short Courses;
- Extensive telephone use and email correspondence;
- Scanning documents and filing electronically adhering to advised systems;
- Filing hard copy documents;
- Minute take as required;
- Undertake any in house training relevant to the post or in line with current health and safety and safeguarding guidelines.

In relation to Facility Lettings:

- Support the sport facilities permit allocations, liaising with both internal and external customers;
- Coordinate the scheduling of visitors and arranging access to properties where necessary;
- Minute taking for various committee meetings;
- Taking and retrieving departmental post to the School Office on a daily basis following School Office procedures;
- Managing the refreshments and cleaning supplies for the department to ensure consistent, adequate supply;
- Allocate visitor parking on a case-by-case basis;
- Raising repair instructions on the estate repairs system when required to do so;
- Undertake such additional duties or projects as required to enable the smooth running of the department and to support its variety of projects.

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- All employees of Eton College are also expected to:
 - Develop a good understanding of safeguarding procedures, given all positions at Eton are classed as 'regulated activity';
 - Demonstrate a commitment to safeguarding and promoting the welfare of children. This includes but is not limited to completing safeguarding training as required, complying with all safeguarding procedures and ensuring any safeguarding updates issued by the College are read and understood;
 - Understand and comply with procedures and legislation relating to confidentiality;
 - Display a commitment to and promotion of equality, diversity and inclusion.
 - Understand and comply with procedures and legislation relating to confidentiality.

Skills and Competencies Required

To be successful in this role, you will need to be able to demonstrate the following:

- Previous experience in a similar role;
- A minimum of Intermediate level expertise in the Microsoft Office suite of applications, with particular strengths using Outlook, Word (specifically for mail merge), and Excel (for managing course details and databases);
- Experience of taking accurate minutes;
- Proficiency in Adobe InDesign, Canva or similar programmes;
- Highly organised with the ability to prioritise multiple tasks in order to meet deadlines;
- Excellent organisational skills with strong attention to detail and accuracy;
- The ability to maintain confidentiality, discretion and professionalism at all times;
- Excellent written and verbal communication skills, with the confidence to interact with colleagues, parents and students;
- Friendly and courteous telephone manner;
- The flexibility to work as part of a team, as well as possessing a sense of self-motivation to use own initiative at all times;
- A passion for events and hands-on delivery - you may enjoy this role if you are someone who thrives in a role that balances desk-based coordination with active, on-the-ground delivery.
- Strong communication and teamwork skills are essential as you will collaborate closely with colleagues and stakeholders while switching seamlessly between planning and execution;

You may also enjoy this role if you have;

- A positive 'can-do' attitude;
- A flexible approach to work.

Working Pattern

The post holder would be expected to work 35 hours per week from Monday to Friday between the hours of 09.00am and 5.00pm, with a 1-hour unpaid lunch break. This is a year-round post working 52 weeks per year. The nature of our Short Course delivery model is condensed into key periods in the year. It is critical that the successful candidate is willing to work extended hours as required to support these operations. Out-of-hours commitments will be managed in collaboration with the Head of Short Courses and Lettings to ensure a fair and balanced workload. Flexibility will be encouraged, with

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consideration given to workload distribution, advance scheduling, and appropriate time off in lieu where necessary, fostering a sustainable and supportive working environment.

Holiday: 28 days' paid holiday per annum, plus bank holidays which are also paid. You are required to take your annual leave outside of the period where the Short Courses programme is in operation (usually mid-March – Mid- April and July to mid-August). When a bank holiday falls during school term time you may be requested to work on that day; if this is the case a day off in lieu will be given at another time.

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.

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