**Job Title** Science Department Administrator

**Reports to** Head of Science

**Job Purpose**

The Science Department Administrator provides administration and secretarial support to the Head of Science and the Science department as a whole. This is a fast-paced, demanding role which requires you to remain ‘one step ahead’ of the Head of Science’s day-to-day activities, and involves everything from diary management to general administration.

**Key Tasks and Responsibilities**

* + - * Providing secretarial support to the Head of Science, including but not limited to:
* Managing the diary for the Head of Science and arranging meetings;
* Managing the Science Office email address;
* Ensuring operation of departmental displays and electronic screens;
* Compiling examination papers with support of the Head of Science;
* Supporting the Head of Science in the smooth running of internal and external prize competitions;
* Supporting the Head of Science in co-ordination and running of partnership and outreach events;
* Taking minutes at full science faculty meetings and share with department;
* Producing and compiling a global timetable at the start of each term using Excel (3 times per year);
* Issuing new teaching staff with keys and any relevant forms/information;
* Collecting and delivering internal post.
	+ - * Providing administrative support to the following individuals in the Science Department: The Head of Science, the Master-in-Charge of Medical Society, the Master-in-Charge of Scientific Society, the Master-in-Charge of STEM projects/STEM committee and the Co-Director of Environmental Education;
* Completing all administration relating to the letting of the science facilities, including booking internal and external users of the Egerton Theatre and the STEM Centre;
* Supporting the Head of Science with the science accounts, including but not limited to:
* Monitoring the science accounts and spending against budgets;
* Processing charges to student’s accounts;
* Supporting colleagues with issuing of school Barclaycard;
* Managing accounts and invoices on the Scan2Pass system.
	+ - * Overseeing the management of the science department facilities, including:
* Liaising with Buildings Department regarding any repairs or works needed to maintain a good standard of repairs throughout the building;
* Completing weekly internal and external building inspections.
* Liaising with the departmental cleaning supervisor to ensure smooth passage of information;
* Ensuring the Fire and Intruder Alarms are working and carrying out weekly alarm testing;
* Monitoring and ensuring all first aid supplies are fit for purpose and in-date;
* Organising PAT testing;
* Ensuring photocopier maintenance is carried out and that there are adequate supplies of paper and toner;
* Assisting the Head of Science with any Health and Safety related issues;
* Ordering and monitoring supply levels of drinking water, coffee, milk etc.
	+ - * Supporting the Head of Science with administration relating to the support staff in the science department, including:
* Supporting training needs and arranging/co-ordinating relevant training (first-aid, CLEAPSS etc);
* Ensuring that relevant training and induction is in place for new colleagues with support from HR, H&S etc.
* Recording and processing absence, overtime and holiday;
* Organising social events for the department;
* Where appropriate, assisting the Head of Science with the recruitment of support staff.
	+ - * Dealing with administration relating to Summer Schools, which will include the booking of rooms and lecture halls along with other general administrative tasks;
			* Undertaking any other reasonable duties required to ensure the smooth running of the science department, as requested by the Head of Science;
			* 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**

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

* Demonstrable prior experience working in a secretarial or administrative role within a fast-paced organisation;
* Strong expertise in the Microsoft Office suite of applications, with particular strengths using Outlook, Word and Excel. Advanced level experience would be advantageous;
* Excellent communications skills (both written and verbal) with the ability to flex your style depending on the needs of the audience;
* A high level of discretion: this position will often be party to confidential information;
* A naturally positive, confident and proactive approach with high levels of personal resilience;
* The abilities to be approachable, diplomatic, open and honest.

**Working Pattern**

* The working hours for the role are 27.5 hours per week, working between 8:30am and 2pm from Monday to Friday;
* The working pattern for this post is 35.6 weeks per year (Eton College term time, which is 32 weeks, plus three days at the start and end of each term);
* The post holder is also entitled to 5.6 weeks of holiday (inclusive of bank holidays), which must be taken during periods of school holidays. If a bank holiday falls during a school term period, the post holder will be required to work this day and will receive an additional day’s holiday in lieu;
* Therefore, the postholder will be paid for working 41.2 weeks of the year and the remaining 10.8 weeks of the year are deemed to be non-working weeks, but the salary will be paid over 12 months;
* The post holder may be required to work for an additional two weeks during Summer Schools. If this is the case then they will be given advanced notice and will receive additional remuneration at their standard hourly rate.

**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.**