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| **Job Title** | Personal Assistant to the Deputy Head (Curriculum Staffing) |
| **Reports to** | Deputy Head (Curriculum Staffing) |

**Job Purpose**

This role provides PA and secretarial support to a board-level position: The Deputy Head (Curriculum Staffing) (DHCS). This is a fast-paced, demanding, role which requires you to remain ‘one step ahead’ of the DHCS’s day-to-day activities and involves everything from diary management and general administration to dealing with staff over the phone and face to face.

**Key Tasks and Responsibilities**

* Proactive management of all incoming communications into the office of the Deputy Head (Curriculum Staffing) (DHCS) which include, but are not limited to, email, post and telephone enquiries. You will be required to filter communications, draw attention to urgent or time-bound issues, draft responses and respond directly where appropriate;
* Managing the diary of the DHCS ensuring they are aware of their commitments and they are well prepared – e.g. they have all necessary documents they need for their meetings, they have attended relevant pre-meetings where necessary etc.;
* Preparing meeting agendas, taking accurate minutes of meetings, and supporting the DHCS to follow up on action points;
* Supporting the DHCS with their work on professional development for staff in the curriculum:
* Logging, tracking and following up requests for professional development funding;
* Assisting the DHCS with the management of the professional development budget;
* Administrating the 360 Review process for Heads of Department and Directors. This will include (but is not limited to):
* Managing the online system that the College uses for these reviews;
* Liaising with the member of staff that is going through the review;
* Liaising with the stakeholders that have been identified to give feedback as part of the review;
* Supporting the DHCS with any other administrative task relating to the 360 Review process;
* Monitoring the Biennial Review process for Masters, including supporting with the tracking of professional development targets;
* Arranging travel, accommodation and visas for the DHCS as required;
* Managing expenses for the DHCS;
* Undertaking regular filing, ensuring there is an effective filing system in operation at all times;
* Maintaining all relevant office systems, including data management, and ensuring the office facilities are in order to enable the efficient functioning of the DHCS office. This includes ordering and maintaining stationery, toner and office equipment;
* Meeting and greeting all visitors at various levels of seniority, providing refreshments where necessary;
* Providing general administrative support, such as typing reports, amending documents and policies, creating presentations, proofreading paperwork etc.;
* Working closely with the other PAs and secretaries to ensure the senior management of the school have appropriate administrative support in place at all times;
* Undertaking any other reasonable tasks as requested to ensure the effective running of the DHCS office and school as a whole.
* 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:

* Demonstrable prior experience working in a PA role within a fast-paced organisation;
* A minimum of Intermediate level expertise in the Microsoft Office suite of applications, with particular strengths using Outlook, Word, and Excel. Advanced level experience would be advantageous;
* 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 give constructive feedback to your line managers and to flex your style depending on the needs of the audience;
* The proven ability to produce accurate documentation, including letters and emails, with the ability to proof-read and edit others’ work;
* Experience of taking minutes; shorthand would be desirable;
* A naturally positive, confident and proactive approach with high levels of personal resilience;
* The ability to work well under pressure;
* Previous experience of working in an academic environment would be desirable.

**Working Pattern**

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| * The working hours for the role are 25 hours per week, ideally worked between 8:30am and 1:30pm from Monday to Friday. However, there is flexibility on exactly how these hours are worked for the right candidate; * The working pattern for this post is 34 weeks per year (Eton College term time, which is 32 weeks, plus three days at the start 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 39.6 weeks of the year and the remaining 12.4 weeks of the year are deemed to be non-working weeks, but the salary will be paid over 12 months. |

**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.**