

Job Title Music Schools Evening Steward

Reports to Music Schools Manager

Job Purpose

Eton College has a vacancy for a Music Schools Evening Steward to join our thriving Music Department. This is a part-time, permanent position where you will be based in beautiful and historic surroundings of Eton College.

The Music Schools is a very large and busy department with a high level of weekly activity that includes; over 60 academic lessons, 40 rehearsals and approximately 1300 lessons. There are over 70 visiting music teachers as well as 8 full-time teachers who, together with support staff and administrators help the Music Schools run 7 days a week, during term time.

The evening steward is expected to maintain the security and operation of the building during evening periods. To act as the main point of contact for boys, teachers, and those that are working or visiting the Music Schools building. The provision of general assistance for scheduled rehearsals, concerts and music competitions.

Key Tasks and Responsibilities

- Maintaining the security and safety of those working in the building including the safeguarding of young people;
- Checking shared email accounts and sending emails when required;
- Acting as the responsible adult in any emergency situation;
- Point of contact for any general queries from students, visiting music teachers and members of the public;
- Safe and secure locking of the department;
- Liaising with Ensemble leaders over registers;
- Contacting House Masters and Dames when required;
- Taking and logging room bookings for certain venues within Music Schools;
- Occasional help with preparation of rooms and equipment for rehearsals and concerts;
- Assistance with occasional clerical tasks as delegated by music teachers such as printing and photocopying;
- Occasional allocation of rooms for visiting music teachers.
- Housekeeping duties such as checking rooms and keeping common areas tidy;

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

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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.

Skills and Competencies Required

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

- Demonstrable proficiency in IT, and comfort using the Microsoft Office suite of applications, particularly Excel;
- The ability to juggle competing tasks, to organise your time and to prioritise effectively so nothing slips through the cracks;
- The ability to work calmly and efficiently, especially at times of high activity;
- Excellent team-working skills which embody proactivity, enthusiasm and a hands-on approach.
- Excellent communications skills, both written and verbal, with the ability to communicate to a wide range of different individuals including teachers, pupils and any visitors to the Music Schools, and to flex your style accordingly;
- A commitment to the safeguarding and welfare of all students;

Working Pattern

- This is a part-time evening position working 1 to 3 shifts from 7pm to 10.30pm per week including weekends with some flexibility, during term time.

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 but 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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