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| **Job Title** | Administration Assistant (Maternity Cover Contract) |
| **Reports to** | Director of CIRL and Teaching & Learning |

**Job Purpose**

The CIRL Administration Assistant will support the work of the Tony Little Centre of Innovation & Research in Learning (CIRL) with a range of administrative tasks. This will include supporting the wider CIRL team, coordinating events and assisting with publications.

The Tony Little Centre was created with the aim of bringing together increased research into and understanding of neuroscience, new apps and changing technologies, and a desire to improve best teaching skills for colleagues at Eton, as well as in our partner schools.

**Key Tasks and Responsibilities**

* Working with the Director of CIRL and Teaching & Learning, the Head of Teaching Practice and the Head of Digital Teaching & Learning to help facilitate their work within Eton, for example by organising and setting up meetings, booking facilities, planning for hospitality and communicating with Masters and outside guests;
* Working with the Eton Connect team and the Partnerships Team to help facilitate partnership projects, for example by sending out invitations, storing information on the database and being present at events;
* Co-ordinating communication and collaboration with other schools and organisations as necessary;
* Co-ordinating webinars, roundtables, conferences and other CIRL events, and contributing to events organised by the Centre when necessary;
* Supporting the CIRL Team with other tasks as necessary to facilitate the smooth running of the department including filing, answering queries that come in to the centre and ensuring stocks of things such as printer ink, paper, etc.;
* Undertaking other administrative tasks such as booking parking and refreshments for visitors, etc., as required by the Director of CIRL and Teaching & Learning;
* 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, you will need:

* Previous experience working in a busy administrative position and juggling competing priorities;
* Good working knowledge of Microsoft Word, Outlook, Excel and PowerPoint;
* Knowledge and experience of working with Canva is desirable;
* Excellent written and verbal communication skills and the ability to adapt these dependent on who you are communicating with;

You may also enjoy this role if:

* You have a ‘can-do’ attitude – you love getting stuck in and you’re not fazed by a heavy volume of work and fast changing priorities;
* You’re flexible – you’ll have to juggle lots of competing tasks so you’ll enjoy having lots of different things on the go, and you’re able to organise your time and to prioritise your to do list so nothing slips through the cracks;
* You’re a great communicator – you enjoy engaging with a variety of different people, you’ll always try to meet face to face or pick up the phone rather than email if you can;
* You enjoy working in a team as well as having the ability to work independently – we support each other as much as we can meaning we get involved in lots of different tasks, you’ll be keen to operate in the same way we do, and you’ll volunteer to get involved.

**Working Pattern**

* This is a maternity cover contract, which is expected to last from 1 September 2024 until 21 April 2025. The College cannot guarantee that alternative work will be offered following the conclusion of the maternity cover contract;
* The post holder will be expected to work for 16 hours per week over two days (working 8am to 5pm with one hour unpaid for lunch each day). Exactly how these hours are worked will be by mutual agreement with the Director of CIRL and Teaching & Learning, and this can be discussed further at interview;
* This role works during state school term time (39 weeks of the year), and the salary will be paid over equal monthly instalments. As this contract is expected to last for approximately 8 months, the salary will be pro-rated accordingly;
* The post holder is entitled to 5.6 weeks of holiday (inclusive of bank holidays), meaning that the total number of paid weeks across the year is 44.6 weeks and this will be pro-rated accordingly. 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;
* The post holder must use all their entitlement (including any days in lieu) during the first arising periods of state school holidays;
* Any remaining weeks are deemed to be non-working weeks.

**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.**