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| **Job Title** | SchoolOffice Assistant (Part-Time) |
| **Reports to** | The School Clerk |

**Job Purpose**

The School Office Assistant is responsible for supporting the day-to-day administration of the School Office and will support the School Clerk in maintaining the close partnership between School Office and the School. School Office is a focal point within the School for both staff and pupils.

**Key Tasks and Responsibilities**

* Meeting and greeting visitors at all levels of seniority in a welcoming manner, ensuring they are directed to the appropriate person;
* Proactive management of incoming and outgoing communications including emails, post, telephone enquiries; Sorting and distributing incoming mail. Taking and delivering messages;
* Responding to all queries within a timely manner, escalating to the appropriate person where necessary;
* Assisting in event management; large-scale mailings, booking school buses, etc.;
* Using the franking machine to frank post daily and ensuring it is sufficiently always topped up;
* Undertake training in the use of copying machines in the Duplicating Office;
* Creating, editing and updating spreadsheets;
* Keeping an accurate inventory of School Events stock;
* Maintain all office systems including accurate data management and reliable and efficient filling;
* Supporting the team with other tasks as necessary to facilitate the smooth running of the department;
* Assist with any other ad hoc general office requirements including management of mobile phones for school trips, arranging engraving, etc.;
* Undertake any other duties reasonably requested by the School Clerk;
* 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 2024 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.

**Working Pattern**

This is a part-time position. During term time (32 weeks) you will be working 24.75 hours per week, Tuesday 8 – 5pm, Thursday 8 – 5pm, Friday 8 – 5pm plus 8 Saturdays (8.00am to 1.00pm).

Outside of term time, you will be required to work 1 day (8am – 5pm) before the Masters return at the start of the Michaelmas, Lent and Summer terms and 2 days (8am – 5pm) after the Masters finish at the end of each of these terms. At the end of the summer term you will be required to work the 2 days (8am – 5pm) after the Masters finish plus an additional 5 days during summer schools (9.00am to 3.00pm).

**Skills and Competencies Required**

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

* Proficiency in Microsoft office skills (Excel, Word, PowerPoint, OneNote, SharePoint and MS Forms);
* Experience of data management;
* Excellent communication skills, both written and verbal with the ability to liaise with a wide variety of people;
* Professional telephone manner;
* Friendly, courteous and empathetic;
* Excellent organisational skills with strong attention to detail and accuracy
* Integrity, honesty and reliability;
* The ability to maintain confidentiality, discretion and professionalism at all times.

Additionally, you may enjoy this role if you;

* Enjoy engaging with people and you are keen to develop good professional relationships with the boys, colleagues and parents and any external visitors;
* Have experience of working within an Events environment.

**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.**