

**Job Title** Curriculum Office Personal Assistant and Manager

**Reports to** Deputy Head (Curriculum)

### **Job Purpose**

The Curriculum Office Personal Assistant (PA) and Manager works as part of the Curriculum Office team. They will be required to provide PA and secretarial support to the Deputy Head (Curriculum) (DHC) and two Director-level members of their team. In addition, they will manage the Curriculum Office which will involve preparation of letters, reports and data, general administration, and dealing with a wide range of people. This is a fast-paced, demanding, role which requires you to remain 'one step ahead' of the DHC's day-to-day activities, whilst juggling other priorities in the Curriculum Office.

### **Key Tasks and Responsibilities**

- Managing the diary of the DHC and two other Director-level positions, ensuring they are aware of their commitments and 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 DHC and their team with any action points.
- Writing first drafts of letters, reports and presentations for the DHC and the wider Curriculum Office.
- Providing general administrative support, such as typing reports, amending documents and policies, creating presentations, proofreading paperwork etc.
- Supporting the Curriculum Office with the Curriculum Staff appraisal systems and working with the Academic Data Analyst in preparing appraisal documentation using Microsoft Power BI.
- Supporting the Curriculum Office with administration associated with the Graduate Teacher Development Programme.
- Assisting the DHC with the production of publicity material (printed and online) about the academic life of the school. This may include drafting documents and working closely with the Communications Team where relevant.
- Supporting the Curriculum Office with the analysis of data, for example, data relating to workload across the teaching population at the College and writing up recommendations that are informed by this data.
- Proactive management of all incoming communications into the Curriculum Office 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.
- Meeting and greeting all visitors at various levels of seniority, providing refreshments where necessary.
- Managing expenses for the Curriculum Office.
- 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 Curriculum Office. This includes ordering and maintaining stationery, toner and office equipment.
- Working closely with the other PAs 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 Curriculum Office and school as a whole.
- 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'.

**Last updated: June 2025**

This role profile highlights the key tasks and responsibilities of the role, it is not designed to be an exhaustive list of duties. Roles naturally change and develop over time, and it is expected that incumbents will perform tasks which are not included within their role profiles.

- 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 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**

To be successful in this role, you will need:

- Demonstrable prior experience working in an Executive Assistant or Personal Assistant role within a fast-paced organisation. If you also have experience as a supporting more than one individual, this would be particularly advantageous.
- Advanced level expertise in the Microsoft Office suite of applications is essential, with particular strengths using Outlook, Word, and Excel.
- Experience of working with Microsoft Power BI is desirable, and if not then a willingness to learn how to use Microsoft Power BI is essential.
- The proven ability to write reports, and to produce accurate documentation, including letters and emails, with the ability to proof-read and edit others' work.
- Experience of analysing data and drafting reports based on findings from this data.
- The proven ability to successfully manage a variety of competing priorities whilst ensuring that nothing 'slips through the cracks'.
- Experience of taking minutes; shorthand would be desirable.

You may also enjoy this role if:

- You have a 'can-do' attitude – you love getting stuck in and you're not phased 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 have an eye for detail – you will be writing letters and reports for the Curriculum Office as well as proof-reading, and attention to detail will be vital.
- You're a great communicator – you enjoy engaging with a variety of different people, and you have excellent written and verbal communication skills.

### **Working Pattern**

- The working hours for the role will be 40 hours per week. During Eton College term time (32 weeks per year) these hours will be worked from 8am to 5pm Monday to Friday with one hour unpaid for lunch each day. Outside of Eton term time (7 weeks per year) hours of work will be by mutual agreement with the Deputy Head (Curriculum). The likely working weeks are as follows:
  - Two weeks at the end of August (from just before A Level results day to the start of term).
  - One week before the start and after the end of all other terms.
- The post holder may also be required to work on the occasional Saturday morning by mutual agreement with the Deputy Head (Curriculum). If this is the case, then a day off in lieu will be given during the required working weeks in the school holidays.
- The working pattern for this role is 44.6 weeks each year (including annual leave, as outlined below), and the salary will be paid in 12 equal monthly instalments.
- The post holder will be entitled to 5.6 weeks of holiday per year (with the holiday year being from September to August). Please note, paid annual leave must be taken during the first arising non-working periods.

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- If a bank holiday falls during a normal term period, the post holder will be required to work this day and will be able to take a days' holiday in lieu outside of term time.
- The remaining 7.4 weeks each year 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.