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| **Job Title** | Personal Assistant to the Lower Master |
| **Reports to** | Lower Master  |

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| **Job Purpose**The Personal Assistant to the Lower Master provides crucial support to the Lower Master through diary management, liaising with parents, administration and staying ‘one step ahead’ of the Lower Master’s day-to-day activities. The Lower Master is responsible for the day-to-day management of the School and works very closely with the Head Master both in leading and managing the College. Therefore, the key requirement for this role is for someone whom the Lower Master trusts implicitly and who is capable of proactively planning and managing the Lower Master’s workload and diary in what will inevitably be a busy and close professional relationship. The Personal Assistant will plan ahead for the Lower Master and keep a firm handle on activities, thereby enabling the Lower Master to concentrate on the matters that they are required to deal with. The Personal Assistant will need to build excellent relationships with a range of internal and external stakeholders and will need a very strong understanding of policies and processes so as to best advise the Lower Master. |

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| **Key Tasks and Responsibilities** |
| * Ensure proactive management of incoming communications into the Lower Master’s office, which include, but are not limited to, email, post and telephone enquiries. This includes filtering communications, drawing attention to urgent or time-bound issues, drafting responses and responding directly where appropriate;
* Act as the first point of contact with parents to resolve their queries where possible, and escalate them to the relevant colleagues where required;
* Manage the Lower Master’s diary, ensuring the Lower Master is aware of their commitments and are well prepared – e.g. they have all necessary paperwork required for meetings;
* Take notes at investigation interviews and writing up reports as required;
* Prepare meeting agendas, taking accurate minutes of meetings, and supporting the Lower Master and wider office to follow up on action points;
* Draft letters and a variety of communications behalf of the Lower Master;
* Provide general administrative support, such as typing reports, amending documents and policies, creating presentations, proofreading paperwork etc.;
* Operate an efficient system for entertainment events hosted by the Lower Master, alongside the Lower Master’s Office Assistant;
* Undertake regular filing, ensuring there is an effective filing system in operation at all times;
* Meet and greet all visitors at various levels of seniority, providing refreshments where necessary;
* Work closely with the Personal Assistants of the Leadership Team to ensure that the senior leadership of the school have appropriate administrative support in place at all times;
* Work with the HR Department to oversee and diarise the Lower Master’s involvement in recruitment;
* Arrange travel, accommodation and visas as required;
* Undertake any reasonable tasks as requested to ensure the effective running of the Lower Master’s Office and school as a whole;
* Commitment to and promotion of equality, diversity and inclusion;
* It is essential to have a good understanding of safeguarding procedures, since all positions at Eton are classed as ‘regulated activity’ as per the Keeping Children Safe in Education guidance;
* 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.
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| **Skills and Competencies**  |
| To be successful in this role, you will need:* Demonstrable prior experience working in a secretarial or administrative 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, OneNote, OneDrive and Excel. Advanced level experience would be advantageous;
* The proven ability to manage successfully a variety of competing priorities whilst ensuring that nothing ‘slips through the cracks’;
* Excellent communications skills (both written and verbal) with the ability to flex your style depending on the needs of the audience;
* A desire to work within a small team, natural flexibility and the willingness to ‘muck in’ and support with whatever tasks are required;
* The proven ability to produce accurate documentation, including letters and emails, with the ability to proof-read and edit others’ work;
* A high level of discretion: this position will often be party to confidential information;
* Tact and diplomacy, and the ability to communicate with all levels across the College, parents and others from outside the College;
* 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.
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| **Working Pattern**  |
| * The working pattern for this role is 43.6 weeks during the year (including annual leave, as outlined below), and the salary will be paid in 12 equal monthly instalments;
* The working hours of the role will vary during term times and school holiday periods, as follows:
* During school term periods (32 weeks per year) – 40 hours per week, worked Monday to Friday with one hour unpaid for lunch each day. Hours will ideally be worked from 8am to 5pm, but there may be some flexibility on this by mutual agreement with the Lower Master;
* During school holiday periods (6 weeks per year) – 35 hours per week, worked Monday to Friday with one hour unpaid for lunch each day. Hours will ideally be worked from 9am to 5pm, but there may be some flexibility on this by mutual agreement with the Lower Master.
* The post holder will be entitled to 5.6 weeks of holiday per year. Please note, annual leave cannot be taken during school term periods, the week before the start of the Michaelmas term, for a week following the end of the Summer term, or during school INSET days;
* If a bank holiday falls during a normal term period, the post holder will be required to work this day and will receive an additional day’s holiday in lieu;
* Any remaining weeks, save as outlined in the annual leave provisions above, are deemed to be non-working weeks.
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**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.**