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| **Job Title** | Eton Connect Coordinator |
| **Reports to** | Director of Local Partnerships |

**Job Purpose**

Eton College is very proud to be an important member of Britain’s educational commonwealth. ‘Eton Connect’ is a new programme which comprises Eton’s broad relationships with state sector schools and youth organisations: through partnerships, visits and events. This role will involve coordinating all activity and administration within the programme with high levels of accuracy and attention to detail. The links with Holyport College, the London Academy of Excellence, and the local partnership of schools in Windsor and Slough are imperative to the College so strong communication skills are essential in this role.

**Key Tasks and Responsibilities**

* Co-ordinating all activity within the ‘Eton Connect’ programme, which brings together Eton’s partnership activity with youth organisations and with state sector schools nationally;
* Overseeing all visits to Eton by partner schools and organisations, including those within the summer schools programme and within the Thames Valley Learning Partnership;
* Managing the administration, along with the Director of Local Partnerships, connected with visits and events emerging from Eton’s partnerships with Holyport College and with the London Academy of Excellence;
* Managing relationships with Eton’s contacts throughout the state sector, both by recording information and using it;
* Maintaining a database of Eton’s contact with state sector schools, enabling swift, coherent and effective communication;
* Sending out and processing invitations for schools to partnerships events and society meetings, and working with the Accounts department to take in payment where appropriate;
* Handling logistics for school and teacher visits to Eton, including to the Tony Little Centre and to the Education team in the Collections;
* Overseeing the administration and use of the Partnerships Booking Platform; managing events, bookings and contacts;
* Working closely with the Summer Schools Team to support as necessary;
* Working closely with CIRL to coordinate Teaching & Learning events at the College and other venues;
* Supporting teaching and non-teaching staff in the logistics of events taking place at Eton;
* Administering impact assessments for Eton Connect activities in the form of online surveys and questionnaires;
* Working alongside the Director of Local Partnerships, collating impact assessment data to create yearly and termly local partnerships reports and individual event summaries. Shearing these internal and externally through Partnerships online channels;
* Performing other administrative duties, as requested by the Deputy Head (Partnerships) and Director of Local Partnerships;
* Working closely with the PA to the Deputy Head (Partnerships) within the Partnerships team to provide additional administrative support during particularly busy times – especially in providing administrative cover for periods of holiday;

**Safeguarding**

* 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.

**Working pattern**

This is a full-time maternity cover contract, this is fixed term contract for the duration of the post-holder’s maternity leave. The College cannot guarantee that alternative work will be offered following the conclusion of the maternity cover contract.

This role works during state school term time (39 weeks of the year), and the salary will be paid over 12 equal monthly instalments.

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;

Working hours will be 35 hours per week, working 9:00am – 5:00pm Monday – Friday, with one hour for lunch (unpaid). However, there may be some requirement to work outside standard hours (including weekends) during busy periods, if this were to be the case you would receive time off in Lieu as agreed with your line manager.

**Skills and Competencies Required**

To be successful in this role, you will need to be able to demonstrate the following:

**Essential**

* A minimum of Intermediate level expertise in the Microsoft Office suite of applications, with particular strengths using Outlook, Word, and Excel. Advanced level experience would be advantageous;
* Strong organisational skills with the proven ability to successfully manage a variety of competing priorities whilst ensuring that nothing ‘slips through the cracks;’
* Excellent communications skills (both written and verbal), including the ability to communicate confidently with people of all ages, especially children;
* The proven ability to produce accurate documentation, including letters and emails, with the ability to proof-read and edit others’ work;
* The proven ability to adapt rapidly to new software tools in an administrative context;
* Tact and diplomacy, and the ability to communicate with all levels across the College and others from outside the College;
* The ability to work well under pressure;
* Experience of OneNote would be desirable;
* Previous experience of working in an academic environment would be desirable.

You may also enjoy this role if;

* You are naturally positive, confident and proactive approach with high levels of personal resilience;
* You’re flexible and able to juggle multiple tasks, including flexibility with hours of work;

**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.**