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| **Job Title** | Summer Schools and Lettings Office Assistant |
| **Reports to** | Summer School & Lettings Manager and Swimming Teaching Coordinator |

**Job Purpose**

The Summer Schools and Lettings Office Assistant supports the Summer Schools and Lettings teams with all day-to-day administrative tasks. The Summer Schools Department is responsible for the organisation, management and oversight of the international and local Summer School programme, which is hosted at Eton College and operational during the summer holidays, on an annual basis. The Facilities Lettings office manage all external use of school facilities. Alongside this, the Summer Schools and Facility Lettings Office also look after the administration and day to day running of the Primary School Swimming Programme.

**Key Tasks and Responsibilities**

In relation to Summer Schools:

* + Responsible for the marketing of and the student allocation in relation to the Rowing Courses;
  + Assist with collation of the student information for the all the Residential and Non-Residential Courses;
  + Liaise with the schools involved in our partnership courses in regard to their student applications;
  + Responsible for the booking of visits and trips to theatres and other attractions;
  + Create staff briefing sheets for all summer school activities;
  + Arrange student room allocations in boarding houses;
  + Assist with catering arrangements for the 6-week summer school period;
  + Coordinate the ordering of Summer Schools branded clothing for students and staff;
  + Liaise with parents, Eton staff, external suppliers, etc.;
  + Assist with the Petty Cash reconciliation at the end of the Summer Schools;
  + Extensive telephone use and email correspondence;
  + Scanning documents and filing electronically adhering to advised systems;
  + Filing hard copy documents;
  + Minute take as required;
  + Undertake any in house training relevant to the post or in line with current health and safety and safeguarding guidelines.

In relation to Facility Lettings:

* + Responsible for the swimming and tennis permit allocations, liaising with both internal and external customers;
  + Data input for the Primary School Swimming Programme;
  + Raising repair instructions on the PINKS system when required to do so;
  + Coordinate the scheduling of visitors and arranging access to properties where necessary;
  + Minute taking for various committee meetings;
  + Taking and retrieving departmental post to the School Office on a daily basis following School Office procedures;
  + Managing the refreshments and cleaning supplies for the department to ensure consistent, adequate supply;
  + Allocate visitor parking on a case-by-case basis;
  + Undertake such additional duties or projects as required to enable the smooth running of the department and to support its variety of projects.

In relation to 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.

**Skills and Competencies Required**

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

* Previous experience in a similar role;
* A minimum of Intermediate level expertise in the Microsoft Office suite of applications, with particular strengths using Outlook, Word (specifically for mail merge), and Excel (for managing course details and databases);
* Experience of taking accurate minutes;
* Proficiency in Adobe InDesign, Canva or similar programmes;
* Highly organised with the ability to prioritise multiple tasks in order to meet deadlines;
* Excellent organisational skills with strong attention to detail and accuracy;
* The ability to maintain confidentiality, discretion and professionalism at all times;
* Excellent written and verbal communication skills, with the confidence to interact with colleagues, parents and students;
* Friendly and courteous telephone manner;
* The flexibility to work as part of a team, as well as possessing a sense of self-motivation to use own initiative at all times;
* Previous experience of working in an Events environment would be desirable;
* An appreciation of the school, it’s tradition and history would be desirable.

You may also enjoy this role if you have;

* A positive ‘can-do’ attitude;
* A flexible approach to work.

**Working Pattern**

**Hours of Work:** The post holder would be expected to work 35 hours per week from Monday to Friday between the hours of 09.00am and 5.00pm, with a 1 hour unpaid lunch break. During the 6 weeks whilst summer schools is operational there may be the requirement to work on a Saturday or Sunday (usually from the start of July to mid-August). Any additional hours worked will result in time off in lieu.

**Holiday:** 21 days’ paid holiday per annum, plus bank holidays which are also paid. When a bank holiday falls during school term time you may be requested to work on that day; if this is the case a day off in lieu will be given at another time. Annual leave cannot be taken during the 6 week Summer School operational period (usually from July to mid-August).

**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.