|  |  |
| --- | --- |
| **Job Title** | Personal Assistant to the Deputy Head Pastoral and Director of Safeguarding |
| **Reports to** | Deputy Head Pastoral and Director of Safeguarding |

**Job Purpose**

This role provides PA and secretarial support to two Leadership Team positions: The Deputy Head Pastoral (DHP) and the Director of Safeguarding (DoS). This is a fast-paced, demanding, role which requires you to remain ‘one step ahead’ of the DHP and DoS’ day-to-day activities and is involved in everything from diary management and general administration to handling communication with parents and pupils over the phone and face to face. Due the nature of the role, you will be exposed to sensitive information and potentially upsetting situations, so the ability to work calmly under pressure in these circumstances is crucial.

**Key Tasks and Responsibilities**

|  |
| --- |
| * Proactive management of all incoming communications into the offices of the Deputy Head Pastoral (DHP) and Director of Safeguarding (DoS), 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; * Managing the diaries of the DHP and DoS, 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.; * Arranging meetings, preparing agendas, taking accurate minutes of meetings, highlighting action points and supporting the DHP and DoS to follow up on these; * Taking notes at investigation interviews and writing up reports as required; * Assisting with the administration of CPOMS (such as transcribing information provided by the DoS and uploading notes and minutes of meetings); * Drafting letters and a variety of communications behalf of the DHP and DoS; * Arranging travel, accommodation and visas for the DHP and DoS as required; * Managing expenses for both the DHP and DoS; * Undertaking regular filing, ensuring there is an effective filing system in operation at all times. * Maintaining all relevant office systems, including data management (and supporting the administration and maintenance of central school information systems), and ensuring the office facilities are in order to enable the efficient functioning of the DHP and DoS’ offices. This includes ordering and maintaining stationery, toner and office equipment; * Meeting and greeting all visitors at various levels of seniority, providing refreshments where necessary; * Arranging staff training and external training including conferences and events. * Providing general administrative support, such as typing reports, amending documents and policies, creating presentations, proofreading paperwork etc.; * Working closely with the HR team to support teaching staff recruitment, for example by arranging interviews and following up with candidates post interview; * Working closely with the other PAs and secretaries 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 DHP and DoS’ offices and school as a whole; |

* 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:

* Prior experience working in a PA role within a fast-paced organisation. If you also have experience as a ‘team PA’ or supporting more than one individual, this would be particularly advantageous;
* A minimum of Intermediate level expertise in the Microsoft Office suite of applications, with particular strengths using Outlook, Word, Excel, Teams, Tasks and Share Point. Advanced level experience would be advantageous;
* The proven ability to successfully manage a variety of competing priorities whilst ensuring that nothing ‘slips through the cracks’;
* Experience of taking accurate minutes; shorthand would be desirable;
* The ability to produce accurate documentation, including letters and emails, with the ability to proof-read and edit others’ work;
* Previous experience of working in an academic environment would be desirable.

In addition to your experience, you may enjoy this role if you possess:

* Excellent communications skills (both written and verbal) with the ability to give constructive feedback to your line managers and to flex your style depending on the needs of the audience;
* A naturally positive, confident and proactive approach with high levels of personal resilience;
* Flexibility, a ‘can-do’ attitude, and the desire to work within a fast paced role with quickly changing priorities;
* A high degree of personal integrity and the demonstrable ability to deal with confidential information with discretion and professionalism;
* Optimism and emotional resilience combined with an understanding that you may be involved with potentially distressing situations in the course of your work.

**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 DH(P) and DoS.
* 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 DH(P) and DoS.
* 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.

**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.**