

Job Title	Short Courses Manager
Reports to	Head of Short Courses and Lettings

Job Purpose

The Short Courses Manager plays a key role within the Commercial Department, overseeing the smooth delivery of Eton's Short Course Programme and supporting the use of the College's extensive facilities by external partners. This role is responsible for ensuring that all Short Courses are delivered to the highest standards, while also contributing to the College's charitable mission. By coordinating logistics and supporting commercial activities, the Short Courses Manager helps create exceptional learning experiences for participants and maximises the value of the College's estate.

Key Tasks and Responsibilities

- Alongside the Head of Short Courses, manage the day-to-day planning and delivery of the Short Course Programme, including staffing, boarding, catering, travel logistics and pastoral activities, to ensure smooth operations and a positive participant experience.
- Serve as a Deputy Designated Safeguarding Lead for both residency and non-residency courses, ensuring a robust safeguarding framework that prioritizes the safety and well-being of students and staff.
- Assist with partner communications and programme coordination to maintain strong relationships.
- Coordinate the planning and distribution of detailed schedules for all Short Courses.
- Work with the Dorney Lake team to support recruitment and allocation processes for Rowing Course participants.
- Support HR processes by assisting with the recruitment, onboarding, and scheduling of short course staff.
- Liaise with IT to ensure technology needs are met for both students and staff.
- Liaise with partner schools involved in partnership courses during the application and enrolment process, ensuring efficient communication and accurate student data.
- Maintain accurate and up-to-date records of student information for all courses, including post course impact assessments.
- Alongside the Head of Short Courses and Lettings, serve as a key point of contact during the Short Course programme, providing 24/7 support for any issues related to students, buildings, safety, or other operational concerns.
- Help ensure compliance with health and safety standards.
- Assist in the development and delivery of detailed staff briefing materials for all short course activities to ensure consistent and effective programme execution.
- Oversee student room allocations in boarding houses and coordinate with the Catering Department to ensure smooth service during the course period.
- Assist in the management of financial reconciliations, including petty cash, at the

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conclusion of the short course programmes.

All employees of Eton College are also expected to:

- Have a good understanding of safeguarding procedures, given all positions at Eton are classed as 'regulated activity';
- Demonstrate a commitment to safeguarding and promoting the welfare of children. This includes but is 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;
- Display a commitment to and promotion of equality, diversity, and inclusion.

Skills and Competencies Required

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

- Previous experience in a similar role in an educational establishment;
- Knowledge and demonstrable experience of safeguarding;
- A passion for educational events and hands-on delivery—someone who thrives in a role that balances desk-based coordination with active, on-the-ground Short Course management. Strong communication and teamwork skills are essential, as you'll collaborate closely with colleagues and stakeholders while switching seamlessly between planning and execution;
- Intermediate level experience in Microsoft Office, particularly Outlook, Word, and Excel;
- Demonstrable experience of recruitment and onboarding;
- 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;

You may also enjoy this role if you have;

- Previous experience of working in a Short Courses environment;
- 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

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between the hours of 09.00am and 5.00pm, with a 1 hour unpaid lunch break. The nature of our Short Course delivery model is condensed into key periods in the year. It is critical that the successful candidate is willing to work extended hours as required to support these operations. Out-of-hours commitments will be managed in collaboration with the Head of Short Courses and Lettings to ensure a fair and balanced workload. Flexibility will be encouraged, with consideration given to workload distribution, advance scheduling, and appropriate time off in lieu where necessary, fostering a sustainable and supportive working environment.

Holiday: 21 days' paid holiday per annum, plus bank holidays which are also paid. You are required to take your annual leave outside of the period where the Short Courses programme is in operation (usually mid-March – Mid- April and July to mid-August). 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.

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.

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