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| **Job Title** | **Legal Assistant to the Bursar and the Clerk & Legal Advisor** |
| **Reports to** | The Bursar and Clerk & Legal Advisor to the Provost & Fellows (P&F) |

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| **Job Purpose** |
| To proactively support the governance and legal function at Eton College. |

**Key Tasks and Responsibilities**

*Legal & Secretariat:*

* Assisting with the preparation of papers for the Leadership Team, Regulatory and Compliance Committee, Resident Committee, Standing Committee and the Provost & Fellows (the Governing Body);
* Assisting with annual notification of the College and its subsidiaries to the Information Commissioner’s Office;
* Assisting with annual returns to the Charity Commission;
* Assisting with other legal projects (eg trade mark portfolio, data subject access requests);
* Preparing non-disclosure agreements, consultancy agreements and assisting with papers for appeal hearings;
* Maintaining professional memberships (ISBA, AGBIS, BSA, ISC) and distributing items of current awareness/professional updates to relevant individuals;
* Maintaining the College’s licences.

*Record keeping:*

* Maintaining and storing in a logical, accurate and accessible manner and format all hard copy and electronic records of P&F-related business including papers, minutes, legal documents, policies, Register of Interests, Register of Training and visit records etc and keeping such records up to date;
* Establishing rigorous electronic document management and archiving system for the Governance and Legal function.

*Governing Body Induction and training:*

* Assisting with the induction of new Fellows including preparing and distributing induction materials and organising the schedule for the induction of new Fellows;
* Making arrangements for P&F to attend internal training and working sessions and to visit College on a formal and informal basis;

*Organisation and efficient operation of P&F and its committees:*

* Assisting in managing the P&F and its committees, including scheduling and calling meetings, preparing and distributing agendas and meeting papers, making logistical arrangements for P&F Members and others to attend meetings;

*Organisation and efficient operation of the Resident Committee (Rescom):*

* Assisting in managing ResCom meetings;
* Coordinating the follow up from ResCom decisions and in particular liaising with visitors to the College;
* Recording minutes of ResCom meetings;

*Intranet and use of IT:*

* Actively finding ways to improve P&F effectiveness through the use of technology
* Assisting with the design, organisation and maintenance of the Legal pages of Eton’s intranet

*Analysis and reporting:*

* + Preparing analysis and reports as instructed by the Clerk to P&F and Bursar, with particular input to the Nominations Committee;
	+ Assisting with the regular self-evaluation of P&F effectiveness.

*EA duties for Bursar and Clerk including:*

* Answering telephone, diary management, expenses claims, ordering stationery, booking meeting rooms.
* Commitment to equality, diversity & inclusion
* Commitment to safeguarding and promoting the welfare of children

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| **Skills and Competencies Required** |
| To be successful in this role, the incumbent should have:• Legal Secretary/ Paralegal experience: ILEX qualified or part qualified or the equivalent (eg paralegal or chartered or company secretary qualification)* Background as legal secretary, paralegal, chartered or company secretary, school administrator or clerk to the governors
* Relevant experience providing administrative support to senior management level and undertaking high level administrative tasks
* Experience of regulatory framework relating to governance and charitable organisations
* Advanced MS Office skills: Word, Outlook, Excel and Powerpoint
* Familiarity with using intranets to disseminate information
* Excellent verbal and written communication and presentation skills
* Ability to prioritise apparently conflicting requirements
* Very high degree of accuracy/attention to detail
* Knowledge of document management systems
* Self-motivated, able to take own initiative and able to work independently
* Logical, methodical, thorough and well-organised
* Conscientious, personable, confident and courteous
* Calm under pressure
* Diplomatic, trustworthy and discreet
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