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| **Job Title** | *Dame’s Assistant*  |
| **Reports to** | *Dame* |

**Job Purpose**

We are looking for a motivated and passionate Dame’s Assistant to support the Dame with the pastoral care of the students, as well as supporting central teams with the day-to-day running of the House, ensuring its cleanliness, tidiness, and comfort, and that high levels of health and safety are maintained. You will have frequent contact with the students and in addition to your job role, you will be able to take an interest in the activities of the house such as sports, plays and musical productions.

You will work flexibly and collaboratively with the Dame to ensure that students’ needs are put first. At all times you will be a visible presence in the House when on duty. Our boarding houses are integral to the students’ lives, and you will have a direct impact on their experience of life at Eton College.

**Key Tasks and Responsibilities**

* You are expected to develop positive relationships with the new pupils, and use the opportunity to induct them into the ways of the house by setting expectations about cleanliness of rooms, dealing with laundry, and respecting their environment, as well as encouraging them to be polite, well mannered, friendly and presentable. Your interaction with new students means that you will be a key component in helping individuals to settle into life at Eton and setting standards, including disciplinary standards within the house;
* Supervising laundry, sending students’ clothing and sheets to laundry once a week; checking return of these items and reporting numbers of missing sheets and pillowcases;
* Supervising Messing Teas, at all times ensuring that health and safety requirements are adhered to, and also taking the opportunity to get to know the pupils, set standards and to provide pastoral support;
* Assisting the Dame with the general health and wellbeing of pupils in College, liaising with School medical staff as appropriate in order to share any health or medical concerns;
* Escorting pupils to routine appointments at the School Health Centre or local hospitals as required, responding and providing support during medical emergencies;
* In the absence of the Dame, liaising with parents on medical, domestic or logistic matters.
* Supporting the Dame and House Master at functions and events. This is likely to include setting up beforehand, serving and washing up after events along with other members of house staff;
* As directed by the Dame, undertaking any administration as required for the effective functioning of College, liaising with central school teams (e.g. catering, central cleaning and maintenance) where necessary;
* Ensuring that all relevant information is communicated to the Dame and that the College’s child protection procedures are adhered to at all times;
* Covering for the Dame during time off and being available at the required times to give out prescribed (or otherwise) medication to pupils and keep accurate written records and be familiar with medical procedures and know the Health Centre staff;
* Ensuring that appropriate standards of cleanliness are maintained in allocated rooms and areas of the house by cleaning in line with the expectations and standards set out by the Central Cleaning team. Your cleaning tasks, including relevant training in this area, comes under the supervision of the Housekeeping Supervisor;
* You will be required to attend all training sessions and meetings that might be necessary for you carry out your professional duties, including pastoral and Health and Safety matters, and training related to the cleaning aspects of your role;
* Responsible for weekly checks throughout the boarding house, in line with National Minimum Standards and the reporting of any issues in a timely manner (e.g. Checking safety latches on windows, functioning of appropriate lighting, etc.);
* 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 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;

* A high standard of verbal and written communication skills, able to actively listen and communicate clearly and effectively with others, at all levels;
* Excellent interpersonal skills with the ability to nurture good working relationships, working collaboratively and inclusively;
* Good organisational skills, ability to manage and prioritise your own workload whilst remaining calm under pressure;
* A resourceful and flexible approach to work with a positive ‘can do’ attitude;
* The ability to work using your own initiative and be a strong team player;
* Confidence in your own abilities and the ability to deal with challenging situations, making sound judgements and acting as a role model;
* Previous experience of handling administration and competent computer skills – particularly Word, Excel and Outlook;
* The ability to solve problems and seek help when necessary;
* The flexibility to work within a dual reporting line structure, able to take direction from the Dame, House Master and Housekeeping Supervisor.

Ideally, you will also have:

* Previous experience of working in a pastoral role for children or young adults;
* An awareness of the Children’s Act and Safeguarding and Child Protection;
* First Aid or relevant medical training.

**Working Pattern**

* You will be working 46 hours per week as detailed below;
* Mondays 11:30am - 22:00pm, overnight to 7:30am (10 hours inclusive of 30-minute unpaid break.)
* Tuesdays 12:15pm - 17:15pm (5 hours)
* Wednesdays 09:30am - 22:00pm, overnight to 7:30am (12 hours inclusive of 30-minute unpaid break)
* Thursdays 12:15pm - 17:15pm (5 hours)
* Fridays 12:00pm - 17:00pm and 18:00pm - 22:00pm (9 hours split shift)
* Saturdays 12:15pm - 17:15pm (5 hours)
* Sundays Day off
* You will be working term time and paid over 12 months

**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.**