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| **Job Title** | Provost’s Office Assistant |
| **Reports to** | The Provost’s Secretary |

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| **Job Purpose** |
| The Governing Body of Eton College is known as ‘the Provost and Fellows’. It consists of a Provost (appointed by the Crown), a Vice-Provost, and ten other Fellows. The Provost attends to the good government of the college and exercises a general superintendence over the property and affairs of the college.  The Provost is Lord Waldegrave of North Hill, a former scholar of Eton and Oxford with a wide-ranging academic, political and business background.  The Office Assistant to the Provost provides administrative support to the Provost’s Secretary for a variety of functions in the Provost’s Office, primarily events. The key requirement is for someone who the Provost and the Secretary trust implicitly and who is capable of proactively planning and co-ordinating activities of the Provost’s Office. The Office Assistant will need to build excellent relationships with a range of internal and external stakeholders. |

**Key Tasks and Responsibilities**

To provide proactive organisation and management of events arranged through the Provost’s Office

* Researching addresses for guest lists
* Issuing invitations
* Creating spreadsheets of invitees to log replies and guest details
* Noting special dietary requirements
* Conveying details to caterer and florist
* Creating place cards, menu cards, final guest lists, table plans etc.
* Updating spreadsheets to record attendees (external guests and staff)
* Logging information for entertainment returns
* Meet and greet visitors at all levels of seniority

General Office Administration

* Ordering invitations and office supplies
* Sending maintenance requests to the Buildings department
* Sending replies to invitations
* Checking set up requirements for events in Election Hall
* Filing and archiving
* Understanding of office procedures in order to provide cover, if required
* Dedication to developing strong external relationships and networks with key stakeholders
* 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:   * Be literate and numerate with experience of using Microsoft Office and databases, preferably in an events context * Have strong organisational skills and be able to prioritise their own workload * Have excellent attention to detail * Be self-motivated * Have the desire to work using their own initiative * Have a flexible, positive and proactive approach to the role * Be amenable and courteous * Show confidentiality and discretion * Be able to liaise effectively with a wide range of people, and to quickly develop relationships and effective networks with key stakeholders * Be flexible, including on hours |

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| **Working Pattern** |
| * The working hours will be 35 hours per week, Monday to Friday 9am-5pm (with 1 hour for lunch). * The post holder would be required to work during term time, and the 3 days before the pupils start back at the beginning of each term and 3 days after the end of each term. * Paid holiday entitlement is 5.6 weeks including bank holidays. However when a bank holiday falls during a school term the post holder may be required to work on that day and will be entitled to an additional day’s paid holiday in lieu. The full statutory holiday entitlement is required to be taken (including any additional days in lieu) during periods when the school is closed out of term time, (excluding the three days before the start and end of each term which will be working days). |
| * Any remaining weeks, save as outlined in the annual leave provisions above, are deemed to be non-working weeks. * There may be occasions when the post holder will be required to work flexible hours due to the demands and operational needs of the Provost’s Office |
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