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| **Job Title** | Executive Assistant and Office Manager |
| **Reports to** | Director, Old Etonian Association |

**Job Purpose**

A new and exciting opportunity has arisen to work for the alumni organisation of one of the world’s most high-profile, independent schools as the Executive Assistant at The Old Etonian Association, situated at Eton College, near Windsor.

The EA provides administrative support to the Director and to the Old Etonian Association’s wider management team including the Committees and alumni clubs and societies globally.

As the operations head, the EA will ensure the smooth operational running of the OEA Office and of development of strong relationships with multiple stakeholders internally and externally.

**Key Tasks and Responsibilities**

* As the EA you will provide first class support at the highest level to the Director of the OEA.
* As the main contact regarding all OEA operational matters, you will build professional relationships with key stakeholders and members within the wider Eton community. You will have to deal with all internal and external correspondence, replying on the Director’s behalf where appropriate. You will assist in the development, execution and implementation of strategies in line with the OEA’s wider objectives, maintain the office policies and procedures; identify and influence efficiencies for internal processes and third-party services providers and lead specific projects where appropriate.
* On a day-to-day basis, you will arrange key meetings and prepare agendas, reports and minutes for board meetings and must be comfortable drafting a variety of outputs for the Director.
* You will have exceptional interpersonal and communication skills, with the ability to deal with a wide variety of people in a calm and diplomatic manner. You will possess good judgement, high emotional intelligence and a solution-driven approach to your work.
* You will be fastidiously organised with extensive experience with diary management as well as proven experience in multitasking and problem solving, with accuracy across a number of concurrent duties and projects with differing timelines. You have excellent communication skills, both written and spoken, and have recent experience of providing high-level EA support. You will be a highly trusted individual dealing with confidential matters and be able to operate with discretion. You will have experience of, and relish working in, a fast-moving environment and have the ability to pre-empt situations and strong decision-making skills.
* 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 2022 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, the incumbent should have:

* Proficient knowledge of Microsoft Office
* Experience in the development, production and delivery of projects from proposal to delivery
* Management skills to undertake operational and administrative functions to ensure specific projects are delivered efficiently.
* Experience of budget planning, maintaining financial controls and service provider management.
* The ability to direct and supervise others, ensuring that tasks are prioritised as appropriate. You will also communicate with other senior members of staff across the Eton community.
* An indispensable role, you will take pride in your work and always deliver to the highest standard.
* Excellent communication skills, both written and verbal with the ability to liaise with a wide variety of people.
* Good literacy skills
* Friendly and courteous
* Excellent attention to detail
* Integrity, honesty and reliability
* Confidential, discretion, tact and empathy
* Experience in a similar organisation will be advantageous.

**Working Pattern**

* Your working hours will be 35 hours per week, Monday to Friday, with one hour unpaid for lunch.
* You will be working 52 weeks per year
* You will be entitled to 21 days holiday. If a bank holiday falls during a school term period, you will be required to work this day and you will receive an additional day’s holiday in lieu.

**Disclosure Checks**

Eton College is committed to safeguarding and promoting the welfare of its students and staff and expects all staff and volunteers to share this commitment. This role is classed as ‘regulated activity’, whereby the post holder may be required to have contact or be involved in unsupervised activities with children. 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. The suitability of all prospective employees will be assessed during the recruitment process in line with this commitment.  All offers of employment are subject to a number of recruitment checks, including by not limited to; verification of identity and right to work in the UK, an Enhanced DBS check, pre-employment health check questionnaire, satisfactory references, verification of professional qualifications which the College deems a requirement for the post, or which were otherwise cited in support of your application and probationary period.