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| **Job Title** | Personal Assistant (Safeguarding) |
| **Reports to** | Director of Safeguarding |

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| **Job Purpose** |
| The PA to the Director of Safeguarding undertakes general PA duties and provides administrative support to the Director of Safeguarding, undertaking a variety of tasks including the administration of safeguarding training, taking minutes, proofreading documents and creating presentations, in addition to diary management. |

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| **Key Tasks and Responsibilities** |
| **Safeguarding training** * Keeping an accurate record of safeguarding training and all other relevant CPD training (such as DSL training), working closely with the HR team and Head of Compliance to ensure that everyone undertakes the required training at the appropriate time;
* Organising regular safeguarding training events, inviting delegates and keeping track of attendees;
* Keeping a record of all evidence of training (e.g. certificates) in a filing system that allows them to be easily accessed ready for inspection;

**Safeguarding administration*** Producing management information regarding all aspects of safeguarding;
* Assisting with the preparation of regular safeguarding reports for the Head Master and Fellows, and the preparation of the annual Safeguarding Report to the Provost and Fellows;
* Supporting the Director of Safeguarding to prepare copy for, and publish, a regular Safeguarding Bulletin;
* Monitoring and maintaining a spreadsheet of Eton College internet use in relation to safeguarding;
* Assisting the Director of Welfare to arrange training and refreshers in e-safety, mental health issues, eating disorders, self-harm, etc.

Personal Assistant duties* Proactively managing incoming communications into the Director of Safeguarding’s Office, drawing attention to urgent or time-bound issues, drafting responses and responding directly where appropriate;
* Managing the Director of Safeguarding’s diary, ensuring they are aware of their commitments and are well prepared – e.g. they have all necessary documents needed for meetings;
* Preparing meeting agendas, taking accurate minutes of meetings, and supporting the Director of Safeguarding to follow up on action points;
* Providing general administrative support, such as drafting letters, typing reports, amending documents and policies, creating presentations, proofreading paperwork etc.;
* Processing expenses;
* Maintaining relevant office systems, ensuring the office facilities are in order to enable the efficient functioning of the office. This includes ordering and maintaining stationery, toner and office equipment;
* Meeting and greeting all visitors at various levels of seniority, providing refreshments where necessary;
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| **Skills and Competencies Required** |
| * Demonstrable prior experience as a Personal Assistant;
* Proven organisational and project management skills;
* Excellent verbal and written communication;
* The ability to work confidently with a wide range of internal and external stakeholders;
* Excellent proofreading skills combined with a keen attention to detail;
* Very strong IT and MS Office skills, including the demonstrable ability to create engaging PowerPoint presentations;
* The ability to produce accurate documentation, including letters, emails, College literature and management information;
* The ability to multitask and deal effectively with competing priorities;
* High levels of confidentiality and discretion;
* A proactive and positive approach to work.
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**Working Pattern**

* The working hours for this role will be 8.00am to 5.00pm Monday to Friday with one hour unpaid for lunch each day.
* The working pattern for this role will be 39 weeks per year, in line with the state school term times. However, the salary will be paid over 12 months.
* You will be entitled to 5.6 weeks of paid holiday. You must use all your entitlement (including any lieu days) during periods of state school holidays. 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.
* Any remaining weeks, save as outlined in your annual leave provisions below, are deemed to be non-working weeks.