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| **Job Title** | Learning Support Administrator |
| **Reports to** | Head of Learning Support |

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| **Job Purpose**To provide administrative support to the Learning Support Department as directed by the Head of Learning Support. |

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| **Key Tasks and Responsibilities*** To liaise with the Head of Learning Support and the Learning Support Teachers about the administrative support required for the department;
* To confidently use a variety of computer-based systems (e.g. Office, OneDrive, Teams, SAS, Firefly etc.);
* To sort through electronic documents and create files as outlined by the Head of Learning Support and Deputy Head of Learning Support;
* To enter data and information accurately and swiftly;
* To help manage and oversee resources and files;
* To mail merge and type letters;
* Where required, undertake regulated activity, such as unsupervised contact with children, ensuring that safeguarding procedures are followed and providing safe and effective care at all times.
* Good understanding and effective implementation of Child Protection procedures
* Commitment and promotion of equality, diversity & inclusion
* All positions at Eton are classed as ‘regulated activity’ as per the Keeping Children Safe in Education 2021 guidance, therefore a good understanding of safeguarding procedures is essential;
* Commitment to safeguarding and promoting the welfare of children, including by 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.
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| **Skills and Competencies Required** |
| To be successful in this role you will need:* Previous experience working in a busy administrative position and juggling competing priorities;
* Very good working knowledge of Microsoft Word, Outlook, Excel;
* Experience in data entry and mail merging letters;
* Excellent communication skills – both written and verbal;
* Excellent attention to detail and accuracy.

**Working Pattern*** The role will be from 9am to 5pm on two days per week with an hour unpaid for lunch each day, during school term time plus three days at the start and end of each term. This is the equivalent of working 14 hours per week over 35 working weeks per year;
* You are entitled to 5.6 weeks paid holiday per annum, meaning you will be paid for 40.6 weeks in total. The remaining 11.4 weeks of the year are considered unpaid leave (although you will be paid over 12 months). You are required to take your annual leave during non-term periods, excluding the 3 days before the start of the term, as these are periods you are required to work. If a bank holiday falls during term time this is considered a normal working day, and you will receive a 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. |