**Job Title** SchoolOffice Assistant (Part-Time)- Maternity Contract

**Reports to** School Office Manager

**Job Purpose**

The School Office Assistant is responsible for supporting the day-to-day administration of the School Office and will support the School Office Manager in maintaining the close partnership between School Office and the School. School Office is a focal point within the School for both staff and pupils.

**Key Tasks and Responsibilities**

* Meeting and greeting visitors at all levels of seniority in a welcoming manner, ensuring they are directed to the appropriate person.
* Proactive management of incoming communications including emails, post, telephone enquiries.
* Responding to all queries within a timely manner, escalating to the appropriate person where necessary.
* Help and advice with the use of the franking machine, ensuring it is sufficiently topped up at all time and franking post when necessary.
* Undertake training in the use of copying machines in Duplicating Office.
* Maintain all office systems including accurate data management and reliable and efficient filling.
* Supporting the team with other tasks as necessary to facilitate the smooth running of the department.
* Undertake any other duties reasonably requested by the School Office Manager.
* Assist with any other ad hoc general office requirements.
* Commitment and promotion of equality, diversity and 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.

**Working Pattern**

8:00am-5:00pm, Monday Wednesday and Friday with a 45minute unpaid lunch break each day.

Total 42 weeks per annum (including 5.6 weeks annual leave) the Average weekly hours will be 25.5.

8 Saturdays per year working 8:00am-1:00pm

1 week (5 days) during Summer Schools of 9:00am-3:00pm

**Skills and Competencies Required**

To be successful in this role, the incumbent should have:

* Good working knowledge of Microsoft Office
* Excellent communication skills, both written and verbal with the ability to liaise with a wide variety of people.
* Good literacy skills.
* Good telephone manner
* Friendly and courteous.
* Excellent attention to detail.
* Integrity, honesty and reliability
* Confidentiality, discretion, tact and empathy.

**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.