



# EATON HOUSE THE MANOR SCHOOL

## Office Gap Year Assistant (Term Time Only)

### Eaton House School

Eaton House Schools comprises of five individual schools spread across two sites. All the Schools are well known for their academic prowess and outstanding results across the board. Our understanding of all children and their different levels of development are addressed effectively with an emphasis on encouraging and fostering individual areas of talent as well as instilling confidence, self-worth and respect for others.

Eaton House The Manor School is based in Clapham Common.

### Job Description

The Office Gap Year Assistant will be responsible for:

- Monitoring visitors and ensuring that all visitors to the site are signed in.
- Handle correspondence, including emails, letters and phone calls, ensuring timely and professional responses.
- Controlling and managing the inflow and outflow of people into the school.
- Ensuring all visiting staff are signed in and out appropriately and given visitors lanyards.
- Acting as the “Front of House” for all parents, pupils and staff.
- Ensuring that the front office and reception area are tidy and welcoming.
- Taking in deliveries and ensuring that they go to the correct staff.
- Assisting children from the morning bus.
- Carrying out any further ad hoc duties as required by the Head’s PAs and the Heads.

## **Safeguarding and Child Protection**

Eaton House Schools is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including reference checks with past employers and the Disclosure and Barring check.

During the recruitment and selection process we run Online Checks on all shortlisted candidates.

## **Applications**

Please send by post or email a completed and signed application form, along with any administrative enquiries, to Miss Cassia Trower, HR Assistant, at [ctrower@eatonhouseschools.com](mailto:ctrower@eatonhouseschools.com).

*The post-holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the school's Child Protection Policy Statement at all times. If in the course of carrying out the duties of the post the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the school s/he must report any concerns to the school's child protection officer or to the Head.*