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## Eton College Summer Internship Opportunities 2025 Apply Now

### Description

Eton College is excited to offer a unique Summer Internship Program in 2025 for individuals looking to gain valuable experience in an esteemed educational environment. The internship provides a hands-on opportunity to work alongside experienced professionals across various departments at Eton College. This program is ideal for those looking to develop key skills in education, administration, and operations while contributing to the College's high standards of excellence.

### Responsibilities

- **Administrative Support:** Assist with the daily administrative tasks across different departments, including admissions, HR, and event management.
- **Project Assistance:** Support ongoing projects by conducting research, organizing data, and preparing presentations or reports.
- **Student Interaction:** Engage with students in various extracurricular activities, helping with coordination and providing assistance when needed.
- **Event Support:** Help organize and run school events, including workshops, alumni gatherings, and academic functions.
- **Communication:** Assist with internal and external communications, including drafting emails, newsletters, and updates for the College community.
- **Learning & Development:** Participate in professional development activities, attend meetings, and contribute to discussions related to educational best practices.

### Qualifications

- Current student or recent graduate (aged 18-24) with an interest in education, administration, or related fields.
- Minimum of 5 GCSEs or equivalent, including English and Mathematics.
- Strong academic background (A-Levels, or equivalent, preferred).
- Interest in working in an educational environment and contributing to the ethos of Eton College.

### Experience

- Previous internship, volunteer, or work experience is not essential but will be considered a plus.
- Demonstrable interest in education, teaching, or school operations.
- Experience in teamwork, leadership roles, or participation in extracurricular activities is desirable.

### Skills

- **Communication:** Excellent verbal and written communication skills.
- **Organizational Skills:** Ability to manage tasks efficiently and prioritize workloads.

### Hiring organization

Eton College Internship

### Employment Type

Intern

### Duration of employment

6 Months

### Industry

Primary and Secondary Education

### Job Location

Windsor, England, United Kingdom,, SL4,, Windsor,, England,, United Kingdom,,

### Working Hours

8

### Base Salary

10

### Date posted

January 6, 2025

### Valid through

22.01.2026

- **Teamwork:** Capable of collaborating with colleagues and contributing positively to team projects.
- **Problem-Solving:** Ability to address challenges and offer practical solutions.
- **IT Proficiency:** Competence in using office software (Microsoft Office, Google Workspace) and general digital tools.
- **Attention to Detail:** High level of accuracy in performing tasks and handling data.

## Job Benefits

- **Professional Experience:** Gain practical experience working at one of the UK's most prestigious schools.
- **Learning Opportunities:** Participate in workshops, networking events, and mentorship programs to enhance your career development.
- **Stipend:** A competitive salary to cover travel and living expenses.
- **Flexible Hours:** A full-time internship with flexible working hours to accommodate your needs.
- **Career Development:** Exposure to a variety of roles and departments within the College, providing a broad understanding of educational administration.
- **Networking:** Build valuable connections with educators, professionals, and other interns, expanding your professional network.

## How To Apply

To apply for the Eton College Summer Internship 2025, please submit the following:

1. An up-to-date CV detailing your qualifications, experiences, and skills.
2. A cover letter maximum 500 words outlining your motivation for applying, your goals for the internship, and how your skills align with the position.
3. A completed online application form, which can be found on the Eton College Careers page.

[Job Vacancies Portal Here:](#)