



Kimbolton School

CAMBRIDGESHIRE



APPLICATION PACK

Careers Assistant (Part Time, Fixed Term)
Required from September 2026



Welcome From Will Chuter, Headmaster

I'm delighted that you're interested in this important role at Kimbolton School, and I hope this candidate pack answers some of the many questions you will surely have about life here.

Whether you are at the Prep, at one end of the village and our parkland, or the Senior School, at the other, your experience at Kimbolton will be characterised by the same educational ethos: we value character just as much as academic achievement, and we value kindness most of all. To join our school is to enter a friendly and inclusive environment that provides the space and support for children to grow into themselves. Our site is beautiful and safe, with room enough for all our 1,100 pupils to roam, and we are lucky to call Kimbolton Castle and its stunning grounds home.

The most important part of the school is, of course, its people, and you will be welcomed as an old friend by our warm community of pupils and staff. You will find that staff here are well supported and rewarded for their commitment to our pupils, but that what they value most is the camaraderie of supportive colleagues who do not take themselves too seriously.

Kimboltonians are well rounded and have their feet on the ground. They understand the value of hard work, service, and taking failure in their stride. Yet they know how to have fun and they play just as hard as they work - on the sports pitches, on the stage, or just climbing a tree at break time. Their academic results are excellent, too. Our broad curriculum is guided by a desire to see young adults emerge with many strings to their bows and a clear sense of the difference they want to make in the world. Expert staff, who know the pupils as individuals and place their wellbeing first, nurture and challenge them to find their passions and do their personal best.

Kimbolton is, first and foremost, a happy place where every child is valued. I do hope that you will want to join our team.

A handwritten signature in black ink, consisting of a stylized 'W' and 'C' followed by a long horizontal line.

Will Chuter
Headmaster



Job Description

Careers Assistant (Part Time, Fixed Term)

Required from September 2026

The School

Kimbolton School was founded in 1600 and is situated in 100 acres of grounds in the West Huntingdon town of Kimbolton. The School currently educates over 1000 children aged 3 -18 in a coeducational, predominantly day environment, although there are up to 60 boarders. The Senior School is located around Kimbolton Castle while the Preparatory School is housed to the west of the village on the original Grammar School site. The School employs approximately 350 staff and also owns a subsidiary company, Kimbolton School Enterprises, which transacts all non-charitable trading activity.

Further information about the School can be found on the School website at www.kimboltonschool.com.

Commitment to Safeguarding

Kimbolton School is dedicated to safeguarding and promoting the welfare of its boarding and day pupils, regardless of age, ability, race, culture, religion, sexuality or class. Safeguarding is integrated into the School ethos. It is the duty of all members of staff including full-time, part-time and volunteers, both teaching and support, to play an active role in ensuring the safety and promoting the welfare of the children in the School's care. Safeguarding is everyone's responsibility.

The Role

The Careers Assistant provides essential operational, administrative, and systems support that underpins the effective delivery of the School's Careers Programme. Working closely with and directed by the Careers Lead whilst reporting ultimately to the assistant Head: Learning, the role ensures that communications are timely and coherent, data is accurate and inspection-ready, and events and platforms run smoothly. With a clear focus on execution, the postholder administers cyclical communications, maintains records and evidence, coordinates logistics, and supports digital platforms such as Xello.

Main Duties

1. Communications & Information Management

- Produce and distribute the weekly careers bulletin based on information from careers lead
- Update and maintain the careers section of the school website based on information from careers lead
- Manage email enquiries from parents and pupils:
 - Respond to routine queries
 - Escalate complex guidance cases to the Careers Lead
- Promote opportunities including events, WEX, and apprenticeships

2. Data Tracking & Impact Monitoring

Responsibilities

- Maintain accurate records of:
 - Careers events
 - Guidance sessions
 - Employer engagement and WEX
- Track Gatsby Benchmark evidence
- Collate destination data
- Produce termly participation and impact reports
- Help to maintain inspection-ready evidence at all times

3. Employer & Alumni Coordination (Administrative)

- Maintain employer and alumni databases
- Schedule speakers and employer involvement
- Send initial outreach using approved templates
- Coordinate logistics for networking opportunities and panels

4. Event Administration & Logistics

- Administrative support for:
 - Careers fairs
 - Mock interviews
 - Speed networking events
 - Finance events
 - Future Friday breakfasts or equivalent
- Manage room bookings, schedules, confirmations, and communications
- Support delivery of Post-18 Day and Careers Exploration Days (First–Second Form)

5. Digital Platforms & Systems (Xello)

- Upload and organise resources on Xello
- Monitor pupil and staff usage
- Support tutors with access and basic troubleshooting

- Run usage reports and flag trends to the Careers Lead

6. General Operational Support

- Support information evenings (Fourth and Fifth Form)
- Organise daytime subject taster events (Third and Fifth Form)
- Maintain careers displays and learning spaces
- Liaise with parents and stakeholders on operational matters
- Support the collection and organisation of evaluation data

Person Specification

Criteria	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Good standard of general education (e.g. GCSEs in English and Maths or equivalent) • Evidence of administrative or office-based training/experience 	<ul style="list-style-type: none"> • Level 2 or 3 qualification in Business Administration (or similar)
Skills and Experience	<ul style="list-style-type: none"> • Proven administrative experience (e.g. data entry, scheduling, correspondence) • Strong organisational skills with the ability to manage multiple tasks and deadlines • Excellent written and verbal communication skills • Confident use of IT systems (e.g. Microsoft Office, email, databases) • Ability to maintain accurate records and handle confidential information appropriately • Experience of working as part of a team • Customer service experience (dealing with students, staff, parents, or external partners) 	<ul style="list-style-type: none"> • Knowledge of/interest in careers education, information, advice and guidance (CEIAG) • Experience organising events • Experience liaising with external organisations • Awareness of Gatsby Benchmarks or careers provision frameworks
Personal Qualities	<ul style="list-style-type: none"> • Highly organised and detail-oriented • Professional and approachable manner • Ability to work independently and use initiative • Strong interpersonal skills with young people and adults • Discreet and trustworthy when handling sensitive information • Flexible and adaptable in a busy school environment • Positive, proactive attitude 	<ul style="list-style-type: none"> • Interest in supporting student progression and career development • Creative approach to problem-solving • Willingness to support wider school activities and events

Terms and Conditions

Reporting to:	Assistant Head Learning via The Careers Lead
Accountable to:	Headmaster
Hours of Work:	8 hours a week to be used flexibly outside of weekly handover with Careers Lead on a fixed day. 34 weeks a year, fixed term contract.
Remuneration:	Dependent upon qualifications, skills, and experience
Probationary Period:	Up to 5 months
Pension:	The School offers a contributory pension scheme
Lunches:	All employees are entitled to free lunch in the school dining halls during term time. Time taken for lunch is not paid.
Additional benefits:	Details of the further benefits on offer can be found on the Kimbolton School MyNewTerm profile page .
Referees:	The names, addresses and telephone numbers of three professional referees are required. Referees will not be contacted without the permission of the applicant.

How to Apply

To apply, please visit our [website](#) and follow the link to [MyNewTerm](#).

If you have any queries, please contact the HR team via recruitment@kimboltonschool.com or by calling 01480 862049.

Please submit your application by the closing date of **Monday 8th June at 09:00am**. Any late submissions will not be accepted.

Interviews will take place week commencing **8th June 2026**.

Please note: We reserve the right to interview and appoint during the period up to and including the closing date.

Due to the overwhelming response we receive to our vacancies, we provide feedback only to those applicants who are interviewed.

Kimbolton School is committed to the highest standards of safeguarding and implements a rigorous and robust recruitment process that gathers and evaluates child protection relevant evidence about candidates prior to interview. All appointments are subject to satisfactory completion of an enhanced DBS check and proof of right to work in the UK. All applicants are requested to read the [Safeguarding Policy document](#). Please note that

Kimbolton School does not have a sponsored Licence to recruit non-UK workers and therefore all candidates are expected to be able to work in the UK.

Notes

The post holder is required to operate within school policies and procedures, including Health and Safety.

Kimbolton School is an equal opportunities employer.

Kimbolton School operates a No Smoking policy on the Estate.

Under the Guidelines Safeguarding Children: Safer Recruitment and Selection in Education Settings June 2005, Kimbolton School reserves the right to request age related information from the candidate.

Kimbolton School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post. It is an offence for any organisation to offer employment that involves regular contact with young people under the age of 18 to anyone who has been convicted of certain specified offences, or included on lists of people considered unsuitable for such work held by the Department of Education. It is also an offence for people convicted of such offences to apply for work with young people. The successful candidate is subject to satisfactory completion of an Enhanced Disclosure from the Disclosure and Barring Service before the appointment is confirmed. This check will include details of cautions, reprimands or final warnings as well as convictions. Further information about the Disclosure scheme can be found at www.gov.uk/government/organisations/disclosure-and-barring-service. All employees will be expected to abide by the School's Safeguarding Code of Conduct and will attend Safeguarding training.

A copy of the School's Safeguarding Policy can be found on the website www.kimboltonschool.com/about-us/policies