



JOB SPECIFICATION

Operations Co-ordinator of Careers

Reports To: Director of Aspirations.

Why	<p>Job Summary</p> <ul style="list-style-type: none"> To provide high-quality, effective operational support to the Director of Aspirations across Stanground Academy and City of Peterborough Academy, ensuring the effective delivery of the careers programme in line with statutory guidance. The role includes managing communication, maintaining accurate records, coordinating events, and supporting students, staff, and external partners in relation to careers education. 	
at	<p>Main responsibilities</p> <p>1. Administrative Support</p> <ul style="list-style-type: none"> Provide comprehensive administrative support to the Director of Aspirations across both Stanground Academy and City of Peterborough Academy, including maintaining careers-related records and databases, supporting careers platforms such as Unifrog and Compass+, preparing resources for lessons and events, and coordinating diaries, meetings, agendas, and correspondence. <p>2. Event Coordination</p> <ul style="list-style-type: none"> Support the planning, organisation, and delivery of careers events across both academies—such as careers fairs, employer talks, mock interviews, and work experience activities—by managing logistics, liaising with staff, students, and external partners, overseeing bookings and equipment, and assisting with setup and supervision, including evening events like open evenings and parent information evenings. <p>3. Employer and Stakeholder Engagement</p> <ul style="list-style-type: none"> Maintain accurate contact lists for employers, training providers, colleges, universities, and other partners, assist with coordinating visits and outreach activities, and respond professionally to routine stakeholder enquiries. <p>4. Compliance and Record Keeping</p> <ul style="list-style-type: none"> Support the collection of evidence for Gatsby Benchmarks and statutory requirements, ensure secure and compliant storage of student data, and assist in preparing accurate reports for SLT, governors, Ofsted, and Trust-wide monitoring. <p>5. Work Experience Support</p> <ul style="list-style-type: none"> Assist in organising and administering the work experience programme across both sites, including managing student and employer documentation, communicating with families and employers, matching students to placements, preparing placement information packs, and collecting and recording feedback. <p>6. Student and Parent Communication</p> <ul style="list-style-type: none"> Communicate proactively with students and parents regarding careers activities, work experience, and guidance appointments, manage booking systems for careers guidance, and share careers information through newsletters, displays, bulletins, and digital platforms. <p>7. General Responsibilities</p> <ul style="list-style-type: none"> Travel between both academies as required, uphold all school and Trust policies including safeguarding and data protection, undertake relevant training and CPD, provide wider administrative support when needed, and carry out any other duties appropriate to the role. 	
How	<u>Competencies</u>	<u>Personal Attributes</u> (level expected when job is conducted to the required standard)
	<p>Framework</p> <p><i>Seeking to establish the framework and guiding principles; making a positive contribution to the ethos of the Trust.</i></p>	Demonstrates the Trust's ethos and adopts high standards of behaviour in their role.
		Know how to recognise potential child abuse or neglect and follow safeguarding procedures.
		Motivates others to take responsibility for their own Health & Safety.
		Participate effectively as a member of a team, fostering positive relationships.
		Efficient and methodical, monitors and attends to detail; checks for errors.
Undertake appropriate professional development to secure progress in your career.		
Development	Developing practice ensures effective professional contribution across the department.	

	<i>Monitoring, coaching, guiding and supporting teams and individuals setting examples of desired behaviours.</i>	Developing supervision skills and provides informal leadership / direction.	
	Leading <i>Providing direction to ensure that the resources are available to achieve results in the most effective way.</i>	Consults at the start and as appropriate throughout the activity and within the team.	
		Willing to accept responsibility for own activities and those of the team.	
		Involved in setting tasks.	
	Task Management <i>Establishing appropriate courses of action for oneself and others to accomplish.</i>	Makes short term (daily, weekly) considered plans.	
		Conscientious in adhering to deadlines and perseveres to achieve project tasks.	
		Briefs immediate colleagues well, transferring knowledge as appropriate. Giving other opportunity to ask questions and check understanding.	
	Communication <i>Providing direction to ensure that the resources are available to achieve results in the most effective way.</i>	Presents information in a structured and logical way and uses a variety of communication techniques. Taking account of the needs of the audience.	
		Reasons logically and focuses upon solving the problem. Building upon previous experience.	
	Problem Solving/Decision Making <i>Able to identify a potential problem, propose and assess solutions and decide upon a course of action.</i>	Initiates joint decision making within own team.	
		Knows how to report, record and pass on information.	
		Deals with 'task' problems within own team.	
		Demonstrates the Trust's ethos and adopts high standards of behaviour in their role.	
Context	Interfaces	Internal/External	Seek opportunities to collaborate with other professionals beyond the Academies and across the Trust.
		English Language Fluency	An ability to converse at ease with all customers and provide accurate advice in order to fulfill all spoken aspects of the role through the medium of spoken English.
		Financial impact/budget	Ensure resources are affordable and available to achieve improvement plans and stated strategic objectives.
	Scope	People (directly/indirectly manage)	Act as a role model, promoting consistently high expectations of behaviour in a professional and courteous manner.
		Travel	You will be required to travel to academies as necessary.
	Education, Qualifications and Experience (EQE)	<p>Essential:</p> <ul style="list-style-type: none"> • Strong organisational and administrative skills. • Excellent communication and interpersonal skills. • Good IT skills, including Microsoft Office and data management systems. • Ability to work efficiently across two academy sites and manage competing priorities. • High attention to detail in data management and record-keeping. • Ability to work both independently and as part of a team. • Discretion and professionalism when handling sensitive information. <p>Desirable</p> <ul style="list-style-type: none"> • Understanding of CEIAG frameworks and the Gatsby Benchmarks. • Experience organising events or working with external partners. • Familiarity with careers platforms such as Unifrog, MyPath or Compass+. 	
	Safeguarding	All adults employed by the Trust are responsible for safeguarding and promoting the welfare of children they are responsible for or come into contact with. As such, all employees will undergo relevant background checks, including a Disclosure and Barring Service (DBS) Enhanced check with Barred List Check, in order to satisfy our statutory obligations.	
	Data Protection	All adults employed by the Trust have a responsibility for data protection and have a duty to observe and follow the principles of the GDPR Regulations.	

Whilst every endeavor has been made to outline all the duties and responsibilities of the post, this document does not specify every item in detail. Where broad headings have been used, all associated duties are naturally included in the job description.