

# CAREERS COORDINATOR

REQUIRED FOR SEPTEMBER 2026

CANDIDATE PACK



James Allen's Girls' School

# JAMES ALLEN'S GIRLS' SCHOOL

With its distinctive heritage as the oldest independent girls' school in London, James Allen's Girls' School, JAGS, provides a forward-thinking and contemporary education for over 1100 girls aged 4 to 18.

Located in the London borough of Southwark, JAGS has a diverse school community and is committed to inclusive recruitment and inclusion in the workplace. The school has entered an exciting new phase in its development and this post presents the opportunity to work in a community without barriers to full participation. JAGS recognises that celebrating the full diversity of staff and students has a positive impact on all and invites applications from candidates from a broad range of backgrounds.

Awarded the title of London Independent School of the Year 2024 by the Sunday Times, the school has entered an exciting new phase in its development. Your input will help to bring a bold educational vision to life for all students and colleagues as we work together to develop this already exceptional school in its next chapter.



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James Allen's Girls' School 144 East Dulwich Grove London SE22 8TE

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# CAREERS COORDINATOR

## MESSAGE FROM THE HEAD

I am delighted that you are interested in joining the JAGS community. As Head, it's absolutely my belief that all girls should be given the opportunity to grow and flourish in an environment where there is no limit to their ambitions.

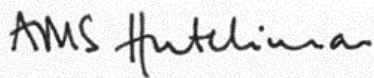
At JAGS you will find a happy, diverse and dynamic community, rooted in academic excellence and yet fully committed to the breadth of a holistic education both in and out of the classroom. Compassion and commitment are central to our ethos, in this environment that values individuality and inclusivity.

Our school aims, both in and out of the classroom, are clear:

- To celebrate our diverse and inclusive community
- To champion social awareness and sustainability
- To empower courage, creativity and compassion in each student
- To inspire aspirational and authentic lifelong learners and leaders
- To nurture respectful, resilient and kind individuals

It is an enormous privilege to lead this exceptional school, where all members of our school community share a passion for life and learning.

I hope that this matches your educational vision and look forward to welcoming you soon.



MRS ALEX HUTCHINSON, MA (OXON) PGCE



# CAREERS COORDINATOR

## WORKING AT JAGS

Working at JAGS is about more than just working. JAGS is a community and a family that nurtures a warm and supportive environment for both the students and staff who come to learn and work here. From your first day at JAGS you will have access to some of the best educational facilities in the country and will be encouraged to take part in the many shared activities here.

JAGS works hard to attract the best staff from both the independent and maintained sectors and the benefit package is both generous and competitive. Candidates are welcome to visit JAGS prior to application should they wish to gain a greater sense of the school community.



### We offer:

- The opportunity to join our outstanding school where public examination results consistently place JAGS amongst the leading schools in the UK
- A community of considerate, creative and compassionate students and staff
- A highly diverse and inclusive school community, committed to our bursary provision
- An inspiring and enthusiastic team of colleagues across the teaching and support staff
- Excellent facilities, including the latest resources to support learning
- A diverse benefits package including:
  - Competitive salary
  - Support Staff Pension scheme with 10% employer contributions
  - Enhanced sickness, maternity and paternity pay
  - Free onsite parking and bicycle storage
  - Free gym membership with discounted family rates
  - Employee Assistance Programme
  - Free lunches, teas and coffee all year round
  - Free access to the Dulwich Picture Gallery
  - School fee discount
  - Cycle to work scheme
  - Interest-free computer loans
  - Interest-free transport season ticket loans

# CAREERS COORDINATOR

## JOB DESCRIPTION

### **JOB TITLE**

: Careers Coordinator

### **TERMS & CONDITIONS**

: Term time only, 35 hours per week  
8am to 4pm (with 1-hour unpaid lunch break),  
Monday - Friday

### **SALARY**

: Full Time Equivalent Salary - £30,000 - £34,511  
per annum, depending on qualifications and  
experience

Actual Salary - £23,127 - £26,605 per annum for  
working 35 hours per week for 35 weeks per  
year, depending on qualifications and  
experience

### **RESPONSIBLE TO**

: Assistant Head (Head of Sixth form)

### **Overview**

The Careers Coordinator supports the work of the Careers Department by providing high quality administrative, logistical and organisational support across all Key Stages.

The post holder contributes to the delivery of the School's Careers and Higher Education programmes in line with Gatsby benchmarks, while developing professional skills in Careers Education, information, advice and guidance.

The post holder will have the opportunity and will be supported to gain a Level 4 qualification in Career Information Advice and Guidance and/or a Level 6 Qualification in Career Guidance and Development.

### **Main Responsibilities**

#### **Work Experience and Careers Administration**

- Provide administrative support for the work experience programme across all Key Stages, including correspondence with students, parents and employers
- Assist with the administration of external careers-related trips, ensuring accurate communication and record keeping
- Undertake administration of Unifrog and update student records, interactions and information as required

#### **Careers Clinics and Student Support**

- Provide administrative and logistical support for:
  - the careers talk programme, including liaison with external speakers and organising publicity
  - Careers-related form-time activities, including communicating with students and producing publicity materials
  - Curriculum Plus careers sessions

- the delivery of psychometric profiling, including account setup and follow up with students
- in-house careers related events, including Careers Fairs
- the practice interview programme
- the Sixth Form Lecture programme, including communication with guest speakers and publicity

### **Support for Committees, Departments and Initiatives**

- Provide administrative support for the Sixth Form Careers Committee
- Provide administrative support for activities linked to national initiatives such as National Careers Week
- Support academic departments with careers-related events and activities
- Stay abreast of the latest Careers guidance, advice and developments to support the team in making informed decisions

### **Alumnae Engagement**

- Work closely with the JAGS Alumnae Association
- Attend alumnae events and liaise with former students

### **Communication & Publicity**

- Write articles and updates for school newsletters, the school website, and social media platforms
- Support the Head of Careers and Deputy Head of Sixth Form (HR and Careers) in researching, promoting and delivering career engagement opportunities with external organisations, including hosting webinars and attending events as required

### **School Representation & Events**

- Prepare resources for and attend key school events including Open Days and Sixth Form Information Evenings
- Represent the Careers Department at school functions when required

### **Team Collaboration**

- Attend regular meetings with the Head of Careers and the Deputy Head of Sixth Form (HE and Careers)

### **Professional Development**

- Undertake and complete the accredited apprenticeship programme, including training, assessments, and reflective learning activities

### **General**

- Participate in other such duties as may be reasonably required

# CAREERS COORDINATOR

## PERSON SPECIFICATION

### **Operational Excellence**

- Achievement of Grade C/4 or above in GCSE Maths and English Language, and educated up to A Level standard
- Knowledge and/or experience of post 18 progression pathways
- Interest in developing expertise in Careers Education, Information, Advice & Guidance
- Excellent personal organisation skills and time management, including the ability to prioritise multiple tasks and meet deadlines in a busy school environment
- Excellent attention to detail
- Adaptability and flexibility — able to respond to changing schedules, last minute adjustments and the varied demands of the work, as well as willingness to attend events on evenings and weekends
- Ability to work both independently and collaboratively as part of a small team, showing initiative and problems solving skills
- Confident interpersonal skills with the ability to build positive relationships with students, staff, alumnae, employers and external speakers
- Articulate in all forms of communication; fluent and accurate written and spoken English
- Excellent digital literacy
- Willingness and commitment to undertake the relevant careers guidance qualification (desirable)

### **Personal Behaviours**

- Kindness and open-mindedness
- Empathy, patience and a supportive manner to be able to assist young people, from diverse backgrounds
- Intellectual curiosity, enthusiasm and a personal ethos of lifelong learning
- Resilience and optimism; someone who is willing to go the extra mile in the busy life of the school
- Team-working abilities and a keenness to enable all colleagues to contribute ideas and be part of positive change

### **Ethos and Whole School Values**

- The enthusiasm to assist in a strong co-curricular programme
- An individual with a genuine commitment to the wellbeing of the staff and students in their care
- Committed to operating as part of the School community
- Committed to equality, diversity, inclusion and anti-racism in the School community
- Committed to sustainability within the School community

### **Safeguarding and Pastoral**

- Committed to safeguarding and promoting the welfare of children and young people
- A satisfactory Enhanced Disclosure from the Disclosure and Barring Service

# CAREERS COORDINATOR

## HOW TO APPLY

If you are interested in joining us, please [click the link to our website ([www.jags.org.uk/day-to-day/vacancies/](http://www.jags.org.uk/day-to-day/vacancies/)) and follow the instructions to] complete the online application form via MyNewTerm.

Please note that applications must be submitted via MyNewTerm. CVs and covering letters sent via email will not be accepted.

All candidates must read our [recruitment policy and safeguarding \(child protection\) policy](#) before applying for any position within the School.

For further information please contact [recruitment@jags.org.uk](mailto:recruitment@jags.org.uk) or call the recruitment team on 020 8693 1181.

**Closing Date: Midday on Monday 1 June 2026**

**Interview Date: Week commencing Monday 8 June 2026**

We recognise that celebrating the full diversity of staff and students has a positive impact on all and invite applications from candidates from a broad range of backgrounds.

To enable us to make any reasonable adjustments, please let us know when you submit your application whether you have any special requirements.

If you would like to request alternative application formats, please do get in touch with Recruitment at [recruitment@jags.org.uk](mailto:recruitment@jags.org.uk) or 020 8693 1181.

Mat Weeks; Assistant Head (Head of Sixth Form), ([matthew.weeks@jags.org.uk](mailto:matthew.weeks@jags.org.uk)) will be happy to answer any questions you may have regarding the role.

If you would like to visit the school prior to applying, please contact the Recruitment Team via ([recruitment@jags.org.uk](mailto:recruitment@jags.org.uk)) who will be able to arrange this.

*Interviews may be held at any stage after applications are received. Interested candidates are advised to apply as soon as possible. We reserve the right to close this vacancy earlier than the specified deadline, if a suitable candidate is found.*

*JAGS is committed to the safeguarding and welfare of children and applicants must be willing to undergo child protection screening appropriate to this post, including checks with past employers, the Disclosure and Barring Service, and overseas police and regulatory authorities where relevant.*

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# James Allen's Girls' School

Ages 4-18

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