



Apprentice Careers Advisor and Administrator

Hours: 37.5 hours per week - Term Time Only

Salary: Apprenticeship rates whilst training, salary to increase once qualified

Start date: September 2026

Glenmoor & Winton Academies are looking to appoint an enthusiastic, versatile and reliable person to join our busy careers team, working 37.5 hours per week, term time only.

You will report to and assist the Careers Leader; the role will initially be offered on an apprenticeship basis, with a view to becoming permanent.

The main responsibilities will be providing career guidance support for students, delivering career education via assemblies and workshops, attending career focused school trips, and undertaking a range of clerical and administrative support tasks which will vary from day to day. Applicants should be flexible, conscientious and able to work with minimum supervision once trained. Confident public speaker is imperative, undertaking administrative duties is also essential.

The successful candidate will be required to complete the Level 6 Career Guidance Apprenticeship.

If you would like more information about the role or to apply, please contact the Careers Leader, Emma Fry at: EFry@glenmoorandwinton.org.uk

Closing date: Midnight on 26 July 2026

Interview: TBC

www.glenmoorandwinton.org.uk

We reserve the right to interview and offer to a strong candidate prior to the closing date. It is strongly recommended that candidates submit their application as soon as possible.

The Academy is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening, including checks with past employers and an Enhanced Disclosure via the DBS. To comply with the Immigration, Asylum and Nationality Act 2006, all prospective employees will be required to supply evidence of eligibility to work in the UK.

Principal: Mr Leon Lima

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