



Apprentice Careers Advisor and Administrator

Hours: 8am-4pm, Monday - Friday with flexibility to work outside of these hours when required to support with career events and trips. 37.5 hours per week; term time only (39 weeks per year).

Salary: Apprentice rates, salary to increase once qualified

Contract: Duration of apprenticeship with a view to go permanent

Start date: September 2026

Glenmoor and Winton Academies are looking to appoint a highly skilled and motivated Apprentice Careers Advisor and Administrator to work alongside and support the Careers Leader within our careers education department. This role is essential to ensuring students are fully supported in understanding and making choices about their future.

Please note as part of this role you will be expected to undertake the Level 6 Careers Professional apprenticeship, the apprenticeship is a two-year level 6 (degree level) apprenticeship. Completion of the course would qualify you as a careers advisor allowing you to provide professional careers guidance.

Key Responsibilities:

- Provide dedicated administrative support to the Careers Leader
- Complete the level 6 careers professional apprenticeship, attending all classes and meetings required
- Take ownership of the work experience administration – this includes chasing outstanding Unifrog forms and liaising with both parents, students and employers
- Contacting employers to grow a database of work experience opportunities for students
- Once qualified - to provide students with IAG appointments
- Create and save career action plans
- Maintain and update student records
- Coordinate career appointment meetings
- Attend all career related trips and workshops
- Meet and greet speakers and external visitors, support them in setting up the hall or classroom ready to present talks/workshops
- To collate and share all year 11 destination data
- To update online platforms with (Compass Plus, Arbor etc) with career related learning
- To support the Careers Leader in planning career related trips and workshops
- To attend internal and external career related meetings

Principal: Mr Leon Lima

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Glenmoor & Winton Academies
Beswick Avenue
Bournemouth
Dorset
BH10 4EX
t: 01202 527 818
e: info@glenmoorandwinton.org.uk

w: glenmoorandwinton.org.uk



- To respond to parental enquiries via email and telephone
- To coordinate, and when required deliver a range of career assemblies/events and workshops
- To support the organising and running of the annual Careers Convention
- To represent the Careers Leader in meetings or events when required
- To liaise with department teams to ensure that the career guidance needs of students are identified and met, and appropriate referral systems are implemented and maintained.
- To support maintaining an effective relationship with all key stakeholders
- To order refreshments, coordinate and support the setting up of career related meetings
- All other duties as requested by the Careers Leader

Essential Criteria:

- GCSE Maths and English (Grade 4-9/A-C or equivalent)
- Be willing to work towards the level 6 qualification in careers guidance
- Strong interpersonal and written communication skills
- Must be a confident public speaker able to address students or adults in an assembly or classroom.
- Excellent IT skills, including Microsoft Office. Excel
- Commitment to promoting inclusion and supporting pupils with additional needs

Desirable:

- A degree
- Experience of working with young people
- Understanding of safeguarding and confidentiality procedures

What We Offer:

- A supportive and inclusive team environment
- Opportunities for CPD and progression within United Learning
- A chance to make a real impact on the lives of students

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