

THE CHERWELL SCHOOL

Kindness, Opportunity, Responsibility, Excellence

Administrative Coordinator (Careers, Transitions & Curriculum Support) **Job Description**

Responsible to: Deputy Headteacher (Teaching & Learning)

Salary Scale: Grade 6

Working Time: 30 hours per week
Term time only + 5 INSET days

Job Purpose:

To support the strategic administration and logistical delivery of the school's careers education, student transitions, and curriculum infrastructure. This role ensures students are supported during critical transition points and prepared for post-16 pathways. Additionally, the role provides PA support to the Deputy Headteacher (Quality of Education) and Assistant Headteacher.

Main Duties and Responsibilities

Careers and Enrichment Coordination

- Serve as the primary point of contact for colleges, businesses, and outside agencies.
- Coordinate and execute large-scale events, including the Careers Convention and Year 10 Mock Interview Day.
- Manage the end-to-end administration of the work experience program, including placements and site visits.
- Facilitate Year 11 guidance interviews and maintain accurate databases regarding career outcomes.

Transitions Administration

- Lead the administration of the Year 9 options process for staff, students, and parents.
- Responsible for the production of the KS3 into KS4 Options Booklets.
- Manage technical subject allocations for current students and in-year admissions.
- Work with the Timetabler to manage class sizes, group compositions, and blocking requirements.
- Support key transition activities such as the Year 8 Human Library.

Curriculum Support

- Act as an administrative liaison for Faculty Leaders and Tutors for curriculum events.
- Administer and promote the Key Stage 4 program of revision activities.
- Prepare final revision timetables and rooming allocations in collaboration with subject leads.
- Maintain accurate records of course details and curriculum data across all departments.
- Advise KS4 students on the scheduling and availability of academic intervention sessions.

SLT Administrator and PA Support

- Provide comprehensive PA support to the Deputy and Assistant Headteachers, including diary management.
- Manage communications with parents, carers, and external agencies professionally.
- Oversee the production of high-level reports and formal letters for the SLT.
- Independently manage a weekly work schedule to meet leadership deadlines and priorities.

General Duties

- Always act in accordance with school/local/national policies and procedures (e.g. GDPR)
- To seek to develop the values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs within the school community.
- To contribute fully to the school's safeguarding policy and procedures and attend regular safeguarding training

Mental Health and Wellbeing

- To carry out safeguarding duties and promote children's wellbeing in accordance with school guidelines
- To work with the Senior Leadership Team (SLT) in setting a culture within the school that supports the mental health and wellbeing of all members of the community as described in the school's Mental Health and Wellbeing Policy
- Develop effective professional relationships with colleagues, knowing how and when to draw on advice and specialist support

Notes:

- While every effort had been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description

The Cherwell School and the River Learning Trust are committed to safeguarding and promoting the welfare of all children and preventing extremism; all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS) and obtain any other statutorily required clearance. Employment will also be conditional on the receipt of at least two acceptable references (1 from current/latest employer) and evidence of the formal qualifications required for the role.

June 2026