



# Application Pack

## Careers Advisor and Work Experience Co-ordinator



**Start Date:** Immediate

**Salary:** Grade 7 Point 12  
Actual Salary £22,502

**Hours:** Monday, Tuesday and Thursday 8.30am - 4.00pm  
Wednesday 8.30am – 4.15pm  
Friday 8.30am – 2.15pm  
30 mins lunch unpaid  
Term time plus 5 days

**Closing Date:** Monday 8 June 2026





# Careers Advisor and Work Experience Co-ordinator

Manor Drive Secondary Academy is a new school in the north of Peterborough, Cambridgeshire. The school welcomed its first cohort of 120 Year 7 students in September 2022 and is adding a new Year Group each September until full. Manor Drive is an ideal place to enhance your career, in a committed team with high expectations. Whilst being an innovative and dynamic Academy, we have traditional values and high standards both for our students and staff. Staff are extremely supportive with ambitions of exceptional outcomes for all.

As the Academy approaches the introduction of our Key Stage Four curriculum, we are recruiting for a Careers Advisor and Work Experience Co-Ordinator. We are looking to appoint a knowledgeable, creative, proactive and enthusiastic person to support our students.

It is desirable that candidates have appropriate training, qualifications and experience, however, training will be provided for the successful applicant.





# Message from Chair of Governors

Dear applicant,

Thank you very much for your interest in the post at Manor Drive Secondary Academy. This post is an exciting opportunity to work in a wonderful secondary school.

We want all our students to become independent and confident young people, who are sensitive to others, interested in the world around them and prepared for the challenges ahead.

The Governors have an important role in supporting the Headteacher in the delivery of a great education, framed by our core values: Knowledge, Strength, Respect and Ambition.

We are looking for colleagues who can lead by example, holding and articulating the Academy's vision and values and focusing on providing an excellent education for our students.

Thank you again for your interest in Manor Drive Secondary Academy and Four Cs MAT and I hope that the information contained within this pack provides information to help you to decide if you have the right qualities, skills and experience to apply for this exciting position.

Yours sincerely,

Jonathan Theobalds  
CHAIR OF GOVERNORS





# Message from Headteacher

Thank you for your interest in this role at Manor Drive Secondary Academy.

I am incredibly proud to be the Headteacher of our innovative, vibrant and growing school. Our students are very well mannered, respectful of each other and proud of their school. Relationships with parents are constructive and parents are keen to support the school and the children's learning. The staff are highly skilled, with a wealth of experience and expertise. We are all determined to ensure that students make exceptional progress in all facets of their life.

We have a strong commitment to developing our students as a whole; not only achieving excellent examination results but through our Enrichment curriculum and in preparing them for their adult lives. This was commended in our recent OFSTED inspection, with Personal Development being graded as outstanding.

We are looking to appoint dynamic, enthusiastic and inspirational colleagues to join our growing team. I hope that having browsed our website and reviewed the information provided you will be interested in applying for this post. If you have any questions or wish to arrange a visit to the school prior to application, please contact Penny Noble on [pnoble@manordrivesecondary.org.uk](mailto:pnoble@manordrivesecondary.org.uk)

This is an incredibly exciting time to join Manor Drive Secondary Academy to play a vital role of ensuring that we provide outstanding opportunities to the students in our school.

Yours sincerely,




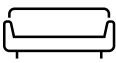




Jo Sludds  
HEADTEACHER





# Staff Wellbeing and Benefits

Manor Drive Secondary Academy is committed to attracting, developing and retaining top talent to achieve high performance. Vital to pursuing this aim is the recognition of employees for exceptional performance, behaviour and achievements. Our offer encourages such recognition of individuals and teams through a range of formal and informal methods. We are committed to encouraging positive work environments that promote the physical and mental wellbeing of our staff. The capability, capacity and comfort of our colleagues is a priority for us.

	All teaching staff, and some support staff (depending on role) are provided with a touch screen laptop with inking device.
	Staff gym with new facilities is available to all staff.
	Employee Assistance Programme is available to all staff which offers free legal, money advice and personal support and guidance.
	Staff wellbeing quiet room for use by all staff if required. We recognise that you may need time to reflect or 'take a moment' sometimes.
	Multiple staff rooms around the building.
	Free car parking on site.
	Seasonal and ad-hoc staff incentives such as Christmas Staff advent calendar, staff breakfasts, coffee mornings and other staff organised events.
	Excellent professional development, guidance and support.



# Working at MDSA

The staff are highly skilled, with a wealth of experience and expertise. We are all determined to ensure that students make exceptional progress in all facets of their life. We are committed to encouraging positive work environments that promote the physical and mental wellbeing of our staff. The capability, capacity and comfort of our colleagues is a priority for us. In a recent survey, 100% said they were either happy, really happy or loved their job! We asked staff to give us feedback about what it is like to work at MDSA, here are some of their wonderful comments:

## Quotes from Staff

"I love the atmosphere at Manor Drive Academy, it is so friendly and feels like such a positive community. Every day I walk into school I feel excited at what the day might hold which is not something I have always felt in other school I have worked in. We have some amazing students at Manor Drive and staff that go above and beyond to work with them. The wellbeing of staff and students is one of the key elements of the school DNA which makes it not just a safe place for staff and students but also a place full of possibilities.

The enrichment programme that we run means that there are so many options to explore and try out creative ideas for the students to get involved in. The senior team are genuinely concerned with making sure that staff are looked after and have the best opportunities to grow and develop. This is by far the best school I have worked in."

"MDSA is a place of work where staff wellbeing is a priority and not just lip service"

"I feel incredibly grateful for the unwavering and ongoing support and guidance I've received from my mentor and colleagues at MDSA throughout my teaching journey. Their encouragement and belief in my potential have been instrumental in my growth and progression."

"MDSA has a holistic approach to Staff wellbeing. Senior leadership take each staff member's workload, health, and wellbeing into account throughout the school year. There is an Open-door policy which allows us to feel safe and heard. I never get that 'Sunday night' feeling."

"When you spend so much time at work, it is incredibly important to feel happy and safe, not only physically but also psychologically. MDSA makes me feel not only safe, but valued and appreciated for being me, and all that that brings. I feel that my voice is not only heard but respected and valued. Staff are treated as equals, regardless of job title or role. Joining the MDSA family has been the best decision I could have ever made."

"I have never worked in a school where my subject has been so valued, which in turn has made me feel valued. The freedom, which I have been given to lead my department in a way which I see fit, has given me immense professional satisfaction and has helped me develop my own skills incredibly. I know that if I need anything, be it advice, resources or just a pep talk, my SLT are always there to listen and I have been extremely grateful for their actions, when I have been struggling with workload. I have never worked at a school which has valued my well-being as much as MDSA."

"I am proud to work at Manor Drive, a place that truly values and supports its staff and students. Since starting in September, I've felt incredibly welcomed, and I have been able to build great relationships with both colleagues and students. The school provides a strong sense of community and has supported me every step of the way in my teaching career. Manor Drive is an environment that prioritises both wellbeing and manageable workloads, making it a privilege to be part of a team that cares for the growth, health, and happiness of everyone involved."

"The environment that staff have created in Manor Drive School allow each member of staff to grow in their role in a safe and supported way. I started my role at Manor Drive after being in Education for 37 years. I started as a volunteer Mentor and found the work environment welcoming and supportive. So much so that I approached the Head to see if there were any roles I could apply for. I mentioned ELSA. I was welcomed, heard and felt appreciated right away. I was placed in the Wellbeing Team and given the role of ELSA."



# Person Specification

You should be able to demonstrate that you meet the following criteria:

E = Essential, D = Desirable

Measured by:

A= Application Form, R = Reference, I = Interview

## Qualifications and Training

E	Educated to degree level, including grade 5 or above (or equivalent) at GCSE in Maths and English	A
D	L6 diploma in career Guidance and Development - or willingness to work towards this qualification	A

## Knowledge and Experience

E	Experience with working with children or young adults	A
E	Experience of organising events for young people	A
E	Ability to react to situations appropriately and follow procedures	A, I
D	Interest in developing positive relationships	A, I
D	Previous pastoral work	A, I, R
D	Previous work in a school	A, I, R
D	Experience of working with external agencies that support young people	A, I
D	Experience of logging and monitoring on safeguarding platforms (e.g. CPOMS)	A, I

## Skills

E	The ability to build and maintain relationships with the whole school community	A, I
E	Excellent verbal and written communication skills, including telephone manner, tact, diplomacy and confidentiality	A, I, R
E	Ability to work under pressure and meet deadlines whilst still being polite and reasonable	A, I
E	Ability to meet with Pastoral Lead and Safeguarding Leads	A, I
E	Ability to work as part of a team and demonstrate initiative	A, I
E	Strong listening skills and the ability to deal with sensitive situations with integrity	A, I, R
D	Ability to consult and negotiate with external agencies to reach the best outcomes for children and young people	A, I
D	Mentoring/counselling	A, I

## Disposition

E	Enthusiasm, warmth and patience	I
E	Flexible team player with a sense of humour	I
E	Enjoys a challenge	I
E	Ability to remain calm under pressure	I
E	Anti discriminatory and aware of prejudice	A, I, R
E	Committed to the ethos of the school	I



# Job Description

Job Title	Careers Advisor and Work Experience Co-ordinator
Responsible to	Assistant Headteacher
<p><b>Overall Responsibility</b></p> <p>To support students in their career pathway, including transition beyond KS4. This will include providing appropriate information, advice and guidance to ensure exposure to a variety of progression and careers options.</p> <p>Develop and implement our careers offer in conjunction with the PSCHE Lead and Assistant Headteacher.</p> <p>Provide high quality careers advice.</p> <p>Record all destinations for students, meeting set deadlines.</p> <p>Administer and arrange Work Experience for students at the College.</p> <p>Supporting the Options Process including conducting one to one interviews with students.</p> <p>Attend Parents' Evenings providing careers advice and work experience advice.</p> <p>Contribute to the safeguarding and promotion of the welfare and personal care of children and young people with regards to Keeping Children Safe in Education and Child Protection Procedures.</p>	
<p><b>Main Duties</b></p> <p><b>Work Experience</b></p> <ul style="list-style-type: none"> <li>• Administer any targeted Work Experience placements for KS4 students.</li> <li>• Ensure all placements are checked for health, safety, safeguarding and are meaningful.</li> <li>• Carry out Health and Safety employer visit at start of placement.</li> <li>• Keep attendance records throughout the agreed placement.</li> <li>• Keep up to date records for Ofsted inspection.</li> <li>• Identify local employers to engage in work experience.</li> <li>• Understand the local economy, key employers and industry trends.</li> <li>• Negotiate agreements with employer's schools and other agencies to enhance work experience within Manor Drive Secondary Academy.</li> <li>• Implement and develop systems and documentation which meet the requirements of the Work Experience Act 1974, Management of Health &amp; Safety Regulations 1999, Data Protection Act, Working Time Directive and the Criminal Justice Act requirements and subsequent relevant legislation and act as expert user for the computerised management information system.</li> <li>• Liaise with Manor Drive Secondary Academy staff to ensure support for students with special needs through the work experience process. Attend work experience information evenings, giving presentation and advice as required.</li> <li>• Investigate any accidents/incidents which may occur during a work experience placement and instigate appropriate follow-up and/or remedial.</li> <li>• Increase and maintain the number of employers that support Manor Drive Secondary Academy work experience through canvassing and negotiation.</li> <li>• Monitor student and employer feedback on placements and take appropriate actions on concerns identified.</li> </ul>	



# Job Description

Job Title	Careers Advisor and Work Experience Co-Ordinator
Responsible to	Assistant Headteacher

## Careers

- Liaise with staff, students, parents, employers to ensure all MDSA students receive impartial careers information advice and guidance.
- Carry out 1:1 Careers Interview for Y9 and KS4 students.
- Ensure all students are fully supported through their transition to Post-16 education, including liaising with local Sixth Forms, and FE Colleges.
- Arrange MDSA Annual Careers Fair, ensuring students have access to impartial careers advice and information. Liaise with local employers/training providers/FE Colleges regarding the event. Arrange facilities and refreshments for all participants and attend the Careers Fair - meet, greet and facilitate the evening.

## Destinations

- Track all students Post 16, working closely with Head of Year, Senior Leaders and the Local Authority.
- Ensure every Year 11 student has an intended destination by May Half Term.
- Liaise with schools, Colleges and Local Authority to record actual destinations for all previous Year 11 by October Half Term.

## Options

- Carry out 1:1 interviews with Year 9 students on an ad-hoc basis.
- Carry out 1:1 Interviews with Year 11 students ready for POST 16 options

## Parents Evenings

- Attend Parents' Evenings providing careers advice and work experience advice.

## Health and Safety

- Undergo Basic First Aid and Child Protection training and update courses.
- Be aware of the responsibility for personal Health, Safety and Welfare, and that of others who may be affected by your actions or inactions.
- Co-operate with the employer on all issues to do with Health, Safety and Welfare.
- Complete Designated Safeguarding Lead or Refresher Designated Safeguarding Lead training

## Supporting the Academy

- Be aware of, and comply with, policies and procedures, e.g. child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Develop and maintain effective relationships with other staff, parents and carers.
- Attend relevant meetings as required.

Any other tasks, duties or services that may be reasonably requested.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the Academies in relation to the post holder's professional responsibilities and duties. Elements of this Job Description and changes to it may be negotiated at the request of either the Headteacher or the incumbent of the post.