



**Careers Administration Support**

**Job profile**

**Hours per week/**

**Weeks per year:** 15 hours per week (over 3 days)/ 39 weeks per year (flexibility required to attend events)

**Times of work:** To be confirmed

**Grade:** Surrey Grade 4 £25,052 - £26,825 FTE £8,941.68 - £9,574.51 pro rata

**Responsible for:** Organising the administration required to support the Careers Department

**Responsible to:** Head of Careers, Enterprise and Employability Education

**Key Accountabilities:**

- Administration for Head of Careers, Enterprise and Employability Education
- Preparation and Administration for key career events across the curriculum

**Administration for Head of Careers, Enterprise and Employability Education**

- Select students, prioritise, respond to requests from teachers and parents for careers interviews. Check and collate questionnaires for Year 10 and 11 for selection. Produce weekly careers interview timetable and supporting materials for individual interviews, group workshops and lessons
- One to one support to students with additional needs or who are disadvantaged; to apply for college or compose a C.V.
- Maintain database of careers interviews for Year 11 and Year 10
- File careers interview Action Plans, distribute hard copy to students, upload onto Bromcom, notify relevant staff when interviews have taken place
- Respond to reference requests from college applications
- Respond to reference requests for past students
- Maintain database of Year 11 college applications by date of reference sent
- Update termly 'What's Coming Up' college open events for Thamesmead Ten and website
- Organising work experience for students
- Update and maintain careers noticeboards and library resources
- Update and maintain relevant information systems with current student information and logging of student activities and events i.e. Xello, Compass+
- Supporting students with college applications, career interview requests etc
- Collation of destination data ie tracking of former students throughout the academic year of Colleges/6<sup>th</sup> Forms for internal and external reporting purposes

**Events**

- Facilitate the organisation of external events e.g. create student lists, complete risk assessments using EVOLVE, seek parental consent and liaise with event provider
- Internal events - book and organise internal events, catering, room availability, liaising with Communications Manager and complete risk assessments. Create student lists, communicate with staff. Distribute and collect feedback forms

### Annual Careers Fair/Y11 Practice Interview Day

- Organisation for the all day, whole school event
- Invite and communicate with the contacts built up from networking with organisations and colleges, this starts in the autumn term
- Event preparation – Risk assessment, timetable each year group, student booklet preparation, communications with staff, catering for guests. Obtaining feedback
- Host the Careers Fair and Y11 Practice Interview Day

Any other general administrative duties as directed

### Person Specification

Category	Essential	Desirable	Evidence form
Education	<ul style="list-style-type: none"><li>• Basic language, literacy and numeracy skills</li><li>• Qualifications including GCSE (or equivalent) and/or post 16 further education</li></ul>		Application form
Experience	<ul style="list-style-type: none"><li>• Experience of working in a similar environment</li></ul>	<ul style="list-style-type: none"><li>• Experience of working within a school</li></ul>	Application form Letter of application
Knowledge, skills and abilities	<ul style="list-style-type: none"><li>• Excellent ICT skills with a sound knowledge of Office 365</li><li>• Excellent communication and organizational skills</li><li>• Ability to foster good relationships with a variety of people</li><li>• Ability to prioritise workload</li><li>• Ability to exercise initiative and solve problems</li></ul>	<ul style="list-style-type: none"><li>• Experience of using Bromcom or similar MIS</li></ul>	Interview References
Personal Qualities	<ul style="list-style-type: none"><li>• Enjoy working as part of a team and be supportive of colleagues</li><li>• Energy, enthusiasm and imagination</li><li>• Good sense of humour</li><li>• A commitment to equal opportunities</li><li>• Patience and adaptability</li><li>• Willingness to learn within the role</li><li>• Be suitable to work with children</li></ul>	<ul style="list-style-type: none"><li>• Willing to contribute to the wider life of the school.</li></ul>	Interview References

Thamesmead School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to demonstrably share this commitment. Any successful applicant will be required to undertake an enhanced check by the Disclosure and Barring Service.