



Our Motto is "The Pursuit to Excellence"

Job Description

JOB TITLE:	Careers Coordinator
SALARY/GRADE:	£12,609.51- £13,380.63 per annum/ Level 3A-3B, Point 5-8
WORKING TIME/TERMS:	28.5 hours per week, term time only including 5 training days. Working 08:30 - 14:30 Monday - Thursday and 08:30 to 14:15 Friday [with an unpaid 15-minute break] with some flexibility. The post holder may be required to work outside of normal Trust hours to support Trust events, meetings and emergencies, and some flexible working will be required in order to meet the needs of the Trust.
PRIMARY PURPOSES OF THE JOB:	To ensure that careers information, advice and guidance is effectively and efficiently coordinated across Wootton Upper School.
DIRECTLY RESPONSIBLE TO:	Head of Careers

MAIN AREAS OF RESPONSIBILITY

Manage enquiries from staff, pupils, alumni and employers in person, on the telephone and by e-mail, effectively diagnosing need and referring appropriately.

Liaise with the Pastoral Team, Subject Teachers, Tutors and the SENDCo to identify pupils needing guidance. Refer pupils to the Careers Adviser as and when necessary ensuring that all students receive a careers guidance appointment with a qualified Careers Adviser.

Assisting pupils with subject-choices to facilitate educational and career progression through frameworks such as Unifrog and interview advice.

Maintain the online careers platform Unifrog and the careers sections of the school website. Contributing to the news, events, job/ internship vacancies sections.

Providing regular communications with staff and pupils through the production of a careers newsletter and contributing to the weekly Student Bulletin.

Establish, maintain and develop comprehensive, up to date and accessible careers information including the maintenance of the Careers Hub and careers display materials, undertaking an audit and update on an annual basis.

Coordinate and administer careers activity including careers insight talks and other large-scale events such as the annual Careers Convention and year 9/10 careers days, including promotional support using social media, newsletters, posters and other mediums.

To build a database of contacts (including existing stakeholders) with a range of individuals and employers willing to share information about their careers.

Secure speakers to contribute to a variety of work-related careers insights talks, workshops and other events

Develop and maintain links with business and community partners.

Use administrative and IT skills for the purposes of creating appealing promotional materials, room bookings, catering requests, purchasing supplies and other requests.

Liaising with the Educational Visit Coordinator (EVC) and Heads of Department to collect information on careers activity, recording this on Unifrog.

Liaising with the EVC to coordinate and administer careers related trips.

Work alongside pastoral colleagues to facilitate high-quality extended work experience placement opportunities to assist with applications to apprenticeships, further education and longer-term career choices

Assisting pupils with subject-choices to facilitate educational and career progression through frameworks such as Unifrog and interview advice

Coordinating the collection of intended and actual destinations of our pupils for a period of 3 years after they leave Wootton Upper School.

Lead on any other relevant careers related events.

Undertake any other activities that may be required by the Head of Careers

Other Specific Duties:

1. To ensure a duty of care at all times to safeguard and promote the welfare of all pupils.
2. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
3. Employees will be expected to comply with any reasonable request from management to undertake work of a similar level that is not specified in this job description.
4. Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.
5. The Trust will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.
- 6.

Conditions of Employment

The post holder is required:

- To support and encourage the Trust's ethos and its objectives, policies and procedures, as agreed by the Trust Board.
- To uphold the Trust's policy in respect of child protection matters.
- The post holder shall be subject to the National Agreement on Pay and Conditions of Service supplemented by local conditions as appropriate and all relevant statutory and institutional requirements.
- At all times operating with the Trust's Equal Opportunities Framework.
- This post is subject to Enhanced DBS Disclosure

This job description is current at the date shown, however, in consultation with you, this may be changed by the Head of Careers to reflect or anticipate changes in the job commensurate with the salary/grade and job title. The job description will also be reviewed annually.

Signed:
Post holder

Date:

Signed:
Michael Gleeson, Executive Principal

Date:

Person Specification

	Essential	Desirable
Qualifications		
GCSE (grade A*-C/9-4) or equivalent in English and Mathematics	✓	
A willingness to undertake further training/qualifications related to careers education, information advice and guidance	✓	
Experience		
Experience of working in a wide range of administrative functions, including databases or MIS systems.	✓	
Experience of working in an educational setting.		✓
Experience of administering large scale events.		✓
Experience of communicating with a wide range of people.	✓	
Knowledge, Skills and Abilities		
Well-developed skills in using Microsoft Office applications e.g. word-processing and spread sheets.	✓	
Excellent interpersonal and communication skills	✓	
The ability to work collaboratively with others as part of a team.	✓	
Organised with effective planning and time management skills with the ability to meet deadlines.	✓	
The ability to take the initiative.	✓	
Strong administrative skills	✓	
A knowledge of Careers Education, Information, Advice and Guidance or a willingness to learn more.	✓	
Knowledge of excel, using formulas including vlookup and mail merging.		✓
Knowledge of SIMS, including In Touch		✓
Knowledge of the Unifrog and Evolve systems.		✓
Personal Competencies and Qualities		
Self-motivated, energetic and enthusiastic with a 'can do' attitude.	✓	
Excellent attention to detail	✓	
Possess a positive attitude and approach to change and development.	✓	
Ability to manage and effectively prioritise a large workload	✓	
An ability to work, at time, under pressure	✓	
An ability to be diplomatic and discreet	✓	
Flexible to meet the needs of Wootton Academy Trust.	✓	
Commitment to continuous professional development.	✓	