

Wootton Academy Trust

Careers Coordinator

Hours: 28.5 hours per week, term time only (including 5 training days)

Salary: Level 3A-3B, Point 5-8, £12,609.51 - £13,380.63 pro rata (actual salary) per annum

We have an exciting new opportunity for a part time Careers Coordinator. We are looking to recruit an enthusiastic and reliable administrator to support the Trust's Head of Careers.

The post requires close collaboration with colleagues but will also involve working on your own initiative to find the best approaches to supporting various staff members.

You will need to be calm, well organised, and self-confident, with excellent communication and interpersonal skills. Experience of working in an administration function, ideally in a careers environment or educational setting is preferred.

Closing Date: Open until filled. Please note that we will be running this as a rolling recruitment and selection process during the recruitment campaign, therefore please submit your application at your earliest opportunity.

Applicants must complete the Trust's application form - we cannot accept CVs. An Application Form and recruitment information can be downloaded from our website www.woottonupper.co.uk or requested by email from recruitment@wootton.beds.sch.uk.

Please return the completed Application Form either by email to recruitment@wootton.beds.sch.uk or by post to the HR Department, Wootton Academy Trust, Hall End Road, Wootton, Bedfordshire, MK43 9HT.

Wootton Academy Trust is committed to safeguarding the welfare of children and young people, and expects all staff and volunteers to share this commitment. Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

Wootton Academy Trust supports Equal Opportunities Employment.

A NOTE FOR RECRUITMENT AGENCIES - We prefer to hire people directly. We'll be in touch if we need you!