

# Stratford upon Avon School

**Job Title:** Careers and Work Experience Administrator

**Grade** Band E (Points 4 -6) (salary details at appendix 2)

**Hours:** 22.5 hours per week, 39 weeks per year

**Reporting to:** Careers Leader

**Department:** Careers

## Main Purpose of Job

- As part of the Careers Team, provide high quality administrative support to the Careers Leader, Careers Adviser and students.
- Working in partnership with the Careers Leader to ensure all internal processes and procedures, including record keeping are adhered to, ensuring that statutory requirements are met and that a consistent level of support is provided to all those receiving guidance.

## Main Duties & Responsibilities

### Careers and Progression

- Help to co-ordinate guest speakers, workplace visits, and industry engagement sessions
- Support the Careers Leader to prepare progression events including the annual Futures Fair, Mock Assessment Centres, Careers/Apprenticeship Week activities, Parents Evening input and any other relevant careers and progression activity planned.
- Support the Careers Team in maintaining records on Compass+ and other record systems regarding student progression, employer contacts, speakers, events and alumni.
- Helping to maintain an up-to-date bank of careers resources, job listings and training opportunities.
- Support the organisation of career-related displays for easy access by students and staff.
- Assist in creating materials to support workshops and career events.
- Provide additional support to the Careers Team regarding ECHP/SEN/PP/FSM/CiC student visits and transition events, when required.
- Manage the booking of statutory guidance appointments in the Careers Leader and Advisers diaries throughout the year, as directed.
- Assist with the collation and analysis of Careers department data, including careers appointments, destination data and careers department annual review data.
- Ensure the Careers web page is up to date with relevant forthcoming event information.
- Support the compiling and maintaining of appropriate statutory and non-statutory careers records.
- Handle communication from parents/cares, students and staff via phone, email or in person.
- Circulate communications for various internal and external stakeholders, as directed.

### Work Experience

- Support students to record their work experience placements on Unifrog and other software.
- Liaise with employers and partners to help organise and monitor work placements, as appropriate.
- Collect and review feedback from work placements for continuous improvement of the programme.
- Make and receive parent/external organisation phone calls relating to work placements, as appropriate
- Support the Careers Leader with coordination of the Industry Mentors scheme.
- Ensure effective upkeep of relevant school databases, updating and archiving data as applicable.
- Support the compiling and maintaining of appropriate statutory work experience records and associated reports.
- Provide Careers related administrative support for curriculum areas, specifically around work experience (physical or virtual), visiting speakers and workplace visits, as appropriate.
- Provide an excellent level of customer service to staff, students, parents/carers and other stakeholders.
- Attend evening events where appropriate to support parent/carer queries regarding work experience, e.g. Making the Most of Year 10/Year 12

- Flexibility required around working pattern at peak times, e.g. the weeks leading up to Y10 and Y12 work experience.

### **Cover**

- Respond to telephone and face to face enquiries for members of the Careers Team when they are out of office, to ensure a high level of service access is provided.

### **Other Duties and Responsibilities**

- Produce summary reports via the MIS (Bromcom) system and Excel, as required.
- To deal with general welfare concerns and enquiries from students, parents and external agencies, signposting students to the relevant department or member of staff
- Any other duty appropriate to the general area of operation and in line with the broad range of responsibilities and aptitudes expected.

### **Health and Safety**

The post holder must have the moral courage to insist on appropriate safety standards within their area of influence, whilst not using Health and Safety as an excuse to water down the educational experience for the students.

### **General**

#### **Entitlement to:**

- A clear management line and access to the immediate line manager.
- An annual performance review, which includes the setting of individual performance targets in line with the established school procedure.
- Time and opportunity for professional development, in an appropriate form.

### **Requirements**

- The postholder is expected to comply with the provisions of the Data Protection Act 1998 and other relevant legislation. Any information they have access to, or are responsible for, must be managed appropriately and any requirements for confidentiality and security observed. Information must not be disclosed to any person or Authority, for example a parent or the Police, without observing the correct procedure for disclosure as set out in the school's Data Protection Policy and Procedure.
- Knowledge of and compliance with relevant school policies and procedures e.g. Health & Safety, No Smoking, Acceptable Use of the Internet, procedure to gain authorisation for expenditure, privacy policies, Child Protection etc.
- Willingness to undertake training /professional development in-house or externally.
- Participation in the performance management system in force for all staff.

### **Notes**

- Stratford upon Avon School reserves the right to alter the content of the job description to reflect changes to aspects of the role, without altering the general nature of the role or level of responsibility.
- The responsibilities detailed are subject to the terms and conditions laid down in the Contract of Employment for Support Staff.
- The job description summarises an indicative range of duties, responsibilities and outcomes, but does not seek to imply the relative priorities or the proportion of time to be spent on each.

# **Appendix 1**

## **Support Staff Posts**

### **Corporate**

- Support your line manager or team leader as required in maintaining a customer focus, efficient working, establishment and following of operating procedures, compliance with health and safety and other regulatory requirements, identifying desirable developments, and providing clear support in general for teaching and learning, student progress and wellbeing, and any external or collaborative arrangements with which the school is involved
- Contribute to the effective operation of support services
- Be prepared to share good practice with other schools and relevant bodies. This may include undertaking duties and work in other schools and at other locations
- As part of a team of support staff, provide assistance with the invigilation of examinations if required
- As a member of staff working in a school setting, have a duty to help keep young people safe and to protect them from sexual, physical and emotional harm and to take reasonable steps to ensure the safety and wellbeing of students

### **Working with Students**

- As part of a team of support staff, provide assistance with a variety of other provision if required, such as supervision of private study, accompanying school visits, general staff duties etc.
- Be prepared to engage in elements of guidance or instruction to students in line with specific job role, area of interest or expertise.

### **Membership of Groups**

1. From time to time, take the opportunity to be involved in working groups, designed to enhance the learning or operational aspects of school life.

## Appendix 2

### Careers and Work Experience Administrator

#### Terms and Conditions of Employment specific to the post

##### Working Hours

The post is for 22.5 hours per week based on 8:30am to 4:40pm Tuesday to Thursday, with a 40-minute unpaid break.

When working 6 hours or more an unpaid lunch break of 40 minutes will be taken at a mutually agreed time, by agreement with the line manager and in collaboration with other colleagues to ensure the department is covered.

Where 6 hours or fewer are worked per day, it may be possible to omit the lunch break.

Working weeks will be 39, comprising 38 weeks of school term, 5 separate staff learning days.

Staff working less than a 37-hour week will work pro-rata staff learning day hours, either pro-rata on each training day OR a pro-rata number of training days, by agreement with HR.

##### Holidays

- a) Term-time staff are paid for a pro-rata proportion of holidays applicable to the grading of the post and the length of their service.
- b) All holidays are deemed to be taken within school holidays.
- c) The allocation of holidays against which pro-rata payment is made is 23 days for new entrants to schools, academies, or local government. 26 days after 4 years' continuous service, plus 8 Bank Holidays and 4 Statutory days

##### Other Benefits

- Free car parking (subject to availability)
- Wellbeing employee assistance programme
- Contributory pension scheme

##### Remuneration

Starting salary for a full-time post at Band E (points 4 -6) is within the range £25,185 to £25,989 per annum paid pro-rata to the hours and weeks worked. Starting point depending on experience and qualifications.

Actual salary is based on hours and weeks worked is £13,268 to £13,691 subject to any continuous service.

*The School is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. The role is exempt from the Rehabilitation of Offenders Act 1974 and is therefore subject to an Enhanced DBS and requires a children's barred list check.*