

APPOINTMENT OF CAREERS AND WORK EXPERIENCE ADMINSTRATOR

CONTEXTUAL INFORMATION

We are looking for an administrator to join our progressive careers department, dedicated to equipping students with the skills to adapt and thrive in the future job market. The successful candidate would be part of a key team in school who oversee the careers education and work experience programmes, providing CEIAG (Careers Education, Information, Advice and Guidance). Students can access the service via individual appointments, drop-in sessions or group sessions delivered as part of our programme of Sphere, or curriculum specific delivery. The team also produce a range of resources to support students in navigating their next steps in education, employment or training and to become future-ready.

Working Hours and Holiday Arrangements

The post is for 3 days per week: 22.5 hours per week, based on 8.30am to 4.40pm, Tuesday to Thursday, term time (38 weeks) plus 5 staff learning days; equalling 39 weeks per annum. Flexibility required around working pattern at peak times, e.g. working a Monday during Y10 and Y12 work experience weeks. Support staff who work term-time only or term-time plus an agreed number of days during school holidays may not take any holiday during term. In the case that the successful candidate already has holiday arranged when offered the post, and if it is declared at this time, we honour the arrangement.

Grading of the Post

The pay system in operation uses a banding system, within which this post has been job evaluated, and aligned to a band, representing the job weight and the seniority of the post. Payment is made monthly at the end of the calendar month direct into a nominated bank or building society account. Cost of living rises are awarded for all staff on or around 1st April each year, except during national wage freezes.

Increments within the defined scale for the post are automatic each April, as long as a minimum of six months has been completed by the time of the first increment. For example, if starting in September, the increment would be paid the following April, but if starting on 1st December, the first increment would not be paid until six months had elapsed, that is on 1st June.

Induction and Professional Development

An induction programme will be developed for the successful applicant and a programme of support and training will be given. Following the induction period, a planned professional development programme will be established, linked to the in-house performance review system.

The Organisation of Staff at Stratford upon Avon School.

There are about 240 staff employed at the school, with just under half being support staff. We aim to be a cohesive, inclusive workforce, and we operate in a professional environment of respect, with the overriding purpose for every post in the school being to support the learning of our students.

We take seriously the wellbeing of our staff and believe that everyone has a vital contribution to make to the life and vibrancy of the school. We operate a wellbeing programme; all staff have the opportunity to be involved in school improvement activities, and to contribute to student development if they wish in ways appropriate to their role and expertise. Other optional opportunities involve running extra-curricular clubs, accompanying school trips, leading an assembly, getting involved in sport (e.g., a staff running and walking club, or staff cycling), and participating in staff social events.

Start Date

It is anticipated that the successful candidate will be able to start in November. However, we will always appoint the individual whom we believe to be the best person for the job, and if there is a delay whilst extended notice is worked, then that is accepted.

Interviews

A date for interview has not been set but will be within 2 weeks of the closing date. We hope you find this opportunity of interest, and we look forward to receiving your completed application form. Meanwhile if you have any questions or queries about the post, please contact HR at the school, recruitment@stratfordschool.co.uk
Helen Waldram-Tingling
Careers Leader
October 2025