

Job Description



Job title	Academy Administrator - Careers	Contract	Permanent
Department	Curriculum Team (Personal Development)	Reports to	SLT Lead for CEIAG

Our mission

We will inspire our family of schools to provide opportunities for our pupils, staff and leaders to be the best they can be: to create a passion for lifelong learning; to enable our pupils to become confident, kind and impactful world citizens.

Your role

Your role is to support the administration and logistical requirements of the Academy's CEIAG strategy. Namely, but not exclusively:

- Provide administrative support for the SLT CEIAG Lead (Careers Education, Information and Guidance)
- Use specific CEIAG platforms to maintain records of compliance with statutory guidance and recommended best practice (including the Compass platform and compliance with the Gatsby Benchmarks)
- Liaise with external providers to facilitate opportunities for students.
- Provide timely information for parents, carers and students through letters, emails, phone calls.
- Liaise with, and support the work of the Trust Careers' Lead e.g. scheduling weekly guidance sessions with Brittons students
- Be available for specific evening events to support and guide families where needed eg, Year 9/11 Parents' Evening and our annual College Transfer Evening
- Provide administrative support for the Year 9 students choosing their GCSE Options
- Take a leading role in the organisation of Careers events, including our annual Careers' Fair, National Careers' Week and National Apprenticeship Week
- Provide administrative support for Year 10 work experience placements
- Provide administrative support for Year 11 team applications to post-16 education
- Maintain records of students at risk of NEET and ensure they are referred to appropriate support
- Maintain academy records of students who are NEET and post-16 destinations
- Provide admin support for CEIAG trips (EVOLVE platform, risk assessment etc).

Person specification

<ul style="list-style-type: none"> Ability to organise workload, prioritise tasks and meet deadlines 	Essential
<ul style="list-style-type: none"> Ability to work independently and support the work of a wider team 	Essential
<ul style="list-style-type: none"> Excellent communication and interpersonal skills 	Essential
<ul style="list-style-type: none"> Ability to be flexible and respond effectively to the “unexpected” 	Essential
<ul style="list-style-type: none"> Awareness of sensitive information and the need for confidentiality 	Essential
<ul style="list-style-type: none"> Excellent IT skills including competent use of Microsoft applications and willingness to learn specific school-based information management systems and other CEIAG related platforms (training provided) 	Essential
<ul style="list-style-type: none"> Willingness and motivation to develop own skills 	Essential
<ul style="list-style-type: none"> Ability to drive the school minibus 	Desirable

Strategy

Support the effective implementation of the academy's CEIAG strategy through the provision of high quality administrative and logistical support.

Planning	<ul style="list-style-type: none"> Keep and update records of individual, group and cohort provision of CEIAG.
Delivery	<ul style="list-style-type: none"> Ensure timely and effective communication with all CEIAG partners and ensure academy staff are well informed, in advance of forthcoming programmes and events Ensure interventions with vulnerable students (PP, LAC etc) are prioritised

	<ul style="list-style-type: none"> To complete any statistical returns to SLT, the trust or the DfE where applicable To support the SLT CEIAG Lead through the provision of labour market information, legislation and professional & academic developments when required Work in partnership with SLT member responsible for CEIAG to ensure information on the website is current and accurate. Maintain administrative, risk assessment and safe-guarding related records for all events Make effective use of a range of online platforms related to the role.
People Management / Organisational Development	<ul style="list-style-type: none"> Report to the member of SLT with overall responsibility for CEIAG To take part in the ELAT Appraisal process
Information Management and Reporting	<ul style="list-style-type: none"> Work in partnership with the SLT member responsible for CEIAG to review informally each half term, and formally each term, actions carried out and future plans. Contribute to the production of an annual report on CEIAG at the academy detailing actions undertaken successfully, identifying areas for further development and action planning how these will be addressed in the next academic year Ensure our Provider Access Statement is reviewed and renewed annually and published on the website for the start of each academic year.
Data Protection	<ul style="list-style-type: none"> All staff have a responsibility under the 2018 (GDPR) Data Protection Act to ensure that their activities comply with the Data Protection Principles. Staff should not disclose personal data outside the Trust's procedures, or use personal data held on others for their own purposes.
Health and Safety	<ul style="list-style-type: none"> Hold responsibility to avoid action that could threaten the health or safety of themselves, other employees, customers or members of the public.
Good Citizenship	<ul style="list-style-type: none"> Holds personal accountability in ensuring a continual focus on enhancing the staff and pupil experience of CEIAG through professional actions, words and behaviour. Our pupils are the most important members of our institution and must be treated as such.

Key Stakeholders	Pupils, Staff, Academy SLT, Trust SLT, Trust Board, LGC Members, Parents, guardians and members of the interested public, relevant authority bodies.
Trust Values	Passion, Respect, Inclusion, Challenge, Openness

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