

JOB DESCRIPTION: Administration Assistant – Work Experience and Sixth Form

Grade: St Bede's Grade 7, Point 7–11

Hours: 26 Hours Per Week, Term Time Only (Including In-Service Days)

Monday To Thursday, 08.30 – 15.30 with a 30-minute lunch break

Managed By: Sixth Form Manager and Careers Development Officer

Purpose of the Job

Under the general supervision of the Sixth Form Manager and Careers Development Officer, the post holder will provide efficient and proactive administrative support to the sixth form and careers team, with a particular focus on coordinating the work experience programme and supporting sixth form careers guidance activities. The role is central to ensuring students have access to high-quality work experience opportunities and up-to-date careers information, advice, and guidance.

Key Job Outcomes

- Provide comprehensive administrative and organisational support to the Sixth Form Manager and Careers Development Officer.
- Coordinate all aspects of the work experience programme, including communication with employers, students, and parents, maintaining placement records, and ensuring all necessary documentation (e.g. risk assessments, insurance checks) is completed.
- Support the delivery of careers guidance activities, such as careers fairs, university visits, apprenticeship presentations, and individual careers appointments.
- Assist in maintaining and updating the college's careers and destinations databases, ensuring accurate recording of student progress and destinations.
- Respond promptly and professionally to written, telephone, and face-to-face enquiries from students, parents, staff, and external organisations.
- Prepare and distribute correspondence, reports, and promotional materials using appropriate office applications.
- Ensure the secure handling, storage, and input of confidential data and information in line with GDPR requirements.
- Assist in producing statistical reports and data analysis relating to work experience, careers guidance and UCAS
- Support the organisation of careers-related events, including logistics, communication, and follow-up.
- Undertake any other reasonable duties as requested by the Careers Development Officer, Sixth Form Manager, Head of Sixth Form or Principal to support the smooth running of the college's careers and sixth form provision.
- Assist in the administration of UCAS application forms under the direction of the Deputy Head of Sixth Form

General Accountabilities

- A. So far as reasonably practicable, the post holder must promote safe working practices within their work areas.
- B. Work in compliance with the College policies and procedures.
- C. Ensure that output and quality of work is of a high standard and complies with the high expectations of the college for all employees
- D. The Governors are the employers of all staff within the college and they have adopted the Catholic Education Service Disciplinary and Grievance Procedures and Contracts of Service.
- E. All employees participate in an annual review of performance and agree targets for further development.
- F. Support the Catholic ethos of St Bede's as a Catholic college.

Date of Job Description: October 2025