



Careers Administrator

Required to start as soon as possible after successful interview.

20 hours per week, term time only (some flexibility is required)

Salary: Point 6 – 9 actual salary: £11,046.83 - £11,613.67

FTE £23,893 - £25,119

The Balcarras Trust are looking to appoint a dedicated administrative support person to support the careers departments for both Balcarras School and the High school Leckhampton. The successful applicant will be key in the co-ordination and administration for careers across both schools. Some flexibility will be required to attend events, trips and meeting out of school hours throughout the year.

Ofsted assessed Balcarras in 2005, 2009 and 2014 as *'Outstanding'* in every category and the High School Leckhampton in 2024 as *'Outstanding'* in every category.

Please see the Applicant Pack for further information including a Job Description on the Balcarras Trust website www.thebalcarrastrust.co.uk

Application

To apply, please send completed application forms to jobs@balcarras.gloucs.sch.uk

Closing Date for applications: Friday 6th September 2024, 9am

Interviews to follow shortly afterwards.

For further information about the post, please contact the school at the above email address.

The Balcarras Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. This role will involve regulated activity with children. We particularly welcome applications from underrepresented groups including ethnicity, gender, transgender, age, disability, sexual orientation or religion. Please also read the Recruitment Selection and Disclosure Policy within "How to apply" which includes our policy on recruiting ex-offenders. All posts are subject to an enhanced DBS check and receipt of two satisfactory references.