



Midsomer Norton
Schools Partnership



Home School:	Frome College
Job Title:	Careers Administrator
Salary:	MNSP Grade 3, Points 5-7
Reports to:	Careers Co-ordinator
Hours of Work:	15 h.p.w. term time + INSET days (39 working weeks)

Purpose

The postholder will provide administrative support to the careers lead to enable the successful delivery of the College's careers programme.

Main Responsibilities

- Co-ordinate the full range of employability events and activities, including Career Talks, Business Network Meetings, careers fairs, employer and motivational speaker events, college and university visits, and Rotary Interviews.
- Co-ordinate all Work Experience Programmes (currently Year 10, Year 12, and long-term college placements), including organising placements for World of Work (WoW) students. Responsibilities include completing all associated paperwork (health and safety checks, permissions and DBS requests), ensuring safeguarding procedures are followed and communicated to all relevant personnel, visiting students on placement to safeguard them and recording outcomes on Provision Map or MyConcern as required, and updating the attendance team and Vice Principal regularly on placement activity.
- Act as the primary contact for students, signposting and linking them to internal and external events, activities, and online resources that support independent careers guidance and aspirations.
- Support students through the UCAS application process, providing guidance and administrative assistance.
- Co-ordinate interviews for all students who may be disadvantaged or are at risk of becoming NEET (starting with Year 11), ensuring they are fully supported in their next steps and liaising with internal staff and external agencies as required.
- Manage and develop the business network database, ensuring all external support networks — including Careers South West (CSW) and Adopt a School — are maintained effectively and safely. Co-ordinate specialist days and workshops with these partners where appropriate.
- Build positive working relationships with internal teaching and support staff and external agencies to identify the best opportunities and outcomes for students.
- Track, monitor, and record all Post-16 career destinations and outcomes in collaboration with the Sixth Form team. Maintain an alumni database and manage social media channels to stay in touch with students who have left the college.
- Work with the senior management team and Heads of House to support employability activities for Focus Days.
- Attend parents' evenings, open evenings, and other events such as Success Together (Parent Forum) as required, to promote the FC Employability programme and maintain strong links with parents and carers. This may include giving information or presentations to external stakeholders and working outside normal contracted hours.
- Support fundraising to sustain Next Steps Hub activities, including speaker events and student-facing programmes.
- Provide statistics and reports for the senior leadership team and external bodies as required.
- Carry out lunchtime and break duties when required.
- Carry out other responsibilities appropriate to the grade as agreed with the Line Manager or Business Manager.

Decision Making

The post holder is responsible for the administration and co-ordination of all employability activities across the college with support from the Careers Co-ordinator.

Physical effort and working

This role is primarily office-based, involving frequent computer use and meetings with students, staff, and external contacts. The post holder will be required to visit local businesses and alternative provision providers from time to time, and to attend events outside normal working hours. Time in lieu is granted for any additional agreed hours worked.

Problem solving and creativity

- Respond effectively to changing priorities in a fast-moving environment and prioritise a varied workload.
- Find creative solutions to student disengagement, consistently working to raise aspirations.
- Develop ICT-based strategies to track and monitor programmes, events, and student access to careers information.

Contacts and relationship

- Experience of working positively with young people and a genuine commitment to their welfare, aspirations, education, and development.
- The ability to build good working relationships with young people, teaching and support staff, local and regional businesses, and further education establishments.

Frome Community College is committed to safeguarding and promoting the welfare of children and young people. All staff are expected to share this commitment, to report any concerns in accordance with agreed procedures, and to understand that any concerns about their own conduct will be addressed through the Trust's Child Protection and Disciplinary procedures.

Additional information

- Excellent interpersonal and communication skills are essential, together with flexibility and adaptability to changing situations.
- You will be emotionally aware and able to work independently, co-ordinating a wide variety of projects and activities, as well as working effectively as part of a school team. You will have an approachable and good-humoured disposition.
- This is a hands-on position. As well as co-ordinating, you will be a strong administrator with the ability to set up and communicate processes and systems using ICT, internet, social media, databases, and available software packages.
- You will be able to engage positively and successfully with all young people, including those who may present with challenging behaviour, remaining calm and supportive at all times.
- You will show initiative and regularly review the employability guidance and support on offer. The post holder may be required to undertake additional training to deliver new strategies.

Knowledge, skills and experience

- Good general education, including GCSE grade C/grade 4 or equivalent in Mathematics and English.
- IT literate with a sound working knowledge of Google and Microsoft Office packages.
- Previous experience in a similar role is advantageous but not essential.

General

- This job description contains the main accountabilities relating to this post and does not describe in detail all duties required to carry them out. The job description may be amended at any time following discussion between the line manager and member of staff, and will be reviewed annually.
- Midsomer Norton Schools Partnership is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An enhanced Disclosure and Barring Service (DBS) check is required prior to appointment.
- The post holder must ensure high priority is given to the implementation and practice of the college's safeguarding policies, procedures, and Safer Recruitment guidelines, given the frequency of student contact with external contacts and potential employers via speakers, events, careers activities, and work experience. The post holder will seek advice and guidance from the Business Manager and/or HR as required.

It is agreed that the job description is a fair and accurate statement of the requirements of the job.

Job Holder:

Date:

Line Manager:

Date:

Person Specification

Skills and Abilities

Essential: Strong IT skills with the ability to produce accurate documents with minimal supervision. Ability to prioritise workload and meet deadlines. Strong organisational skills and attention to detail. Ability to maintain confidentiality when handling sensitive information. Flexible and willing to respond positively to team needs. Calm and professional under pressure. Effective communication skills, both face-to-face and by telephone. Ability to deal professionally with challenging situations involving parents or members of the public.

Desirable: Creative ability to contribute to the layout and presentation of documents, forms or publications.

Knowledge and Qualifications

Essential: Good general standard of education, including five GCSEs (grades 4–9) or equivalent. Strong working knowledge of Microsoft Office and Google applications.

Desirable: Knowledge of additional IT systems or software relevant to the role.

Experience

Essential: Relevant experience in an administrative role, including managing multiple tasks and meeting deadlines. Desirable: Higher-level administrative experience, such as PA or similar roles.

Other Requirements

Essential: Commitment to high standards and continuous improvement.

Desirable: Knowledge of, or interest in, working within an educational environment