

## JOB DESCRIPTION

<b>Department:</b>	Education
<b>Section:</b>	Frome Community College
<b>Job Title:</b>	Careers Administrator
<b>Reports To:</b>	Careers Lead
<b>Main Purpose of Job:</b>	
The postholder will provide administrative support to the careers lead to enable the successful delivery of the school's careers programme.	
<b>Main Responsibilities and Duties:</b>	

- Coordinate a range of employability events and activities such as Careers Café, Business Network Meetings and Rotary Interviews.
- Co-ordinate Work Experience Programmes (currently Year 10 and Year 12 Students) and other activities such as CV support.
- Organise and support relevant and supportive work experience placements for World of Work (WoW) students. Ensure all safeguarding and health and safety checks and procedures are followed and communicated to all personnel involved where necessary.
- Support, provide assistance and guidance to students through the UCAS application process.
- Support the administration process to a range of online resources and further information and activities that inspire young people, including – but not limited to – employer talks, careers fairs, motivational speakers, college and university visits, coaches and mentors.
- Be the main contact for students, linking and signposting them to internal and external events and activities which support independent career guidance and aspirations
- Further develop the business network database.
- Ensure that all external support networks such as CSW and Adopt a School (linking Industry with Education) are managed effectively and safely. Coordinate specialist days/workshops where appropriate.
- Build positive working relationships with internal teaching and support staff along with external agencies to gain knowledge of the best opportunities and outcome for students.
- Provide statistics and reports as necessary for SLT and external bodies if required
- Work with the Sixth Form team to track, monitor and record all Post 16 career destinations and outcomes, setting up a simple system for 'staying in touch'. Develop and maintain an Alumni database.
- Establish and manage processes using social media for external communications and staying in touch with students who have left the college
- Fundraise to support Next Steps Hub activities (e.g. inspirational speaker events/World of Work folders, Glastonbury Festival volunteer organisation/Rotary Event sponsorships)
- Work with the Careers Lead and relevant Teaching Staff to ensure efficient coordination of the University of Bath Outreach Able and Ambitious Programme
- Work with the senior management team and heads of house to support the employability

<p>activities for Focus Days.</p> <ul style="list-style-type: none"> <li>• Co-ordinate interviews for all students that may be disadvantaged or are at risk of becoming NEET annually (Starting with Y11) to ensure they are fully supported in their next steps, signposting, and liaising with internal staff and external agencies as required</li> <li>• Attend Parents' Evenings, open evenings, and other events such as Success Together (Parent Forum) when required, to showcase FC Employability programme and maintain strong links with parents/carers. This may include giving information/presentations to parents or other external stakeholders and involve working outside normal hours.</li> <li>• To carry out lunchtime and break duties when required</li> <li>• To carry out other responsibilities appropriate to the grade as agreed with Line Manager or Business Manager</li> </ul>
<b>Facts and Figures:</b>
<ul style="list-style-type: none"> <li>• Approximately 1200 students</li> <li>• Key internal connections are with teaching and support staff (approximately 200 staff currently), and external links locally, regionally and nationally</li> </ul>
<b>SUPPORTING PROCESSES</b>
<b>Problem Solving and Creativity:</b>
<ul style="list-style-type: none"> <li>• Be able to respond to changing priorities and a fast-moving environment.</li> <li>• Ability to find creative solutions to student disengagement, always building aspirations of students</li> <li>• Develop strategies using ICT to track and monitor programmes, events and student access to information</li> <li>• Be able to prioritise and coordinate a heavy workload</li> </ul>
<b>Decision Making:</b>
<ul style="list-style-type: none"> <li>• The post holder is responsible for the administration and co-ordination of all employability activities across the college with support from the Enterprise and Careers Coordinator.</li> </ul>
<b>Physical Effort and Working Conditions</b>
<ul style="list-style-type: none"> <li>• This role involves working in an office environment, with frequent use of a computer, meeting with students, staff and external contacts. You may be required to visit to local businesses or educational establishments</li> <li>• The post holder will be required to attend events outside of school / working hours (Time in Lieu is granted for additional hours)</li> </ul>
<b>Contacts and Relationships:</b>
<ul style="list-style-type: none"> <li>• Have experience working with or relating positively to young people and have a commitment to their welfare, aspirations, education and development</li> <li>• Have the ability to build good working relationships with young people, teaching and support staff, local and regional businesses and FE (further education) establishments</li> <li>• Frome Community College is committed to safeguarding and promoting the welfare of Children and Young People and all staff working with these groups are expected to share a commitment to this. You will be expected to report any concerns relating to the safeguarding of children and/or young people in accordance with agreed procedures. If your own conduct in relation to the safeguarding of children or young people gives cause for concern the College's agreed Child Protection procedures will be followed alongside implementation of the College's Disciplinary procedures.</li> </ul>
<b>Additional Information:</b>
<ul style="list-style-type: none"> <li>• Excellent interpersonal and communication skills are essential together with the flexibility and adaptability to ever changing situations.</li> <li>• You will be required to occasionally work flexibly to enable you to support events eg open</li> </ul>

evening/careers day. Time in lieu will be given to any additional agreed hours worked.

- You will be emotionally aware, able to work independently co-ordinating a wide variety of projects and activities as well as work as part of a school team. You will have an approachable and good-humoured disposition
- This is a 'hands on' position. As well as coordinating, you will be a strong administrator, with the ability to set up processes and systems and communicate those systems via the use of ICT, internet, social media, databases and software packages available to you.
- Ability to engage positively and successfully with all young people - including those who may present with challenging behaviour - and remain calm and supportive at all times.
- You will show initiative and regularly review the employability guidance and support on offer through the college. The post holder may need to take part in additional training to be able to deliver new strategies

**Knowledge, Skills and Experience: (To be completed by the Line Manager)**

- The post holder must ensure high priority is given to the implementation and practice of college safeguarding policies, procedures and Safer Recruitment guidelines, due to the nature and potential frequency of contact that young people could have with external contacts and potential employers (via speakers, events, careers cafes, work experience etc.) They will seek advice and guidance from the Business Manager and/or HR where necessary as required
- Candidates will have a good general education, including GCSE grade C or equivalent in at least Mathematics and English.
- Previous experience in a similar role would be advantageous, however, not essential.
- Candidates will be IT literate with a sound working knowledge of Microsoft packages.

**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

**Shortlisting will be based on the criteria listed below in the Person Specification. Applicants should therefore show in their application how their skills and experience match those criteria.**

Details of Person Specification	
Job Title: Careers Administrator	Grade 14

### 1. Skills and Abilities

No	Description	Method of Assessment
	<b>Essential</b>	
1.1	Ability to build and maintain positive working relationships with young people and gain their trust and respect	Application form/interview/on-going
1.2	Recent experience of working with young people in a similar role.	Application form/interview
1.3	Excellent interpersonal skills. Must be able to communicate effectively, face to face, orally and in writing with students and establish and maintain good relationships with adults at all levels both internally and from outside the College.	Application form/interview & test
1.4	Must be capable of demonstrating a mature and co-operative manner in dealing with colleagues, professional contacts and students.	Application form/interview
1.5	Ability to deal with potential conflict situations in a professional and calm manner.	Application form/interview
1.6	Understanding and empathy with the concerns and requirements of partnership and team working.	Application form/interview & test
1.7	Experience of achieving results individually and with/through others	Application form/interview & test
1.8	Ability to contribute to the development of the employability programme and bring forward proposals and action changes to the practice and procedures where appropriate.	Application form/interview & test
1.9	Demonstrate effective experience in the deployment of resources to achieve specified objectives within describe budgets and targets.	Application form/interview & test
1.10	Proven ability to work in a busy environment and be able react to incidents as they arise whilst remaining calm, proactive and focused when there is immense pressure	Interview
1.11	Ability to network and make connections within the college, across businesses and educational establishments to enable concrete outcomes for young people.	
	<b>Desirable</b>	

1.12	Ability to use Desktop Publishing to produce Marketing Materials for events, campaigns and general promotion	Application form/interview
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## 2. Knowledge/Qualifications/Experience

No	Description	Method of Assessment
<b>Essential</b>		
2.1	Educated to at least GCSE Grade C or equivalent in English and Mathematics	Application form, appropriate certificates, interview and test
2.2	Literate, numerate and proficient to agreed standards in Health and Safety regulations and relevant legislation concerning working with children and Child Protection	Application form, appropriate certificates, interview and test
2.3	IT skills, proficient including Excel, Word and Outlook	Application form, appropriate certificates, interview and test
2.4	Ability to inspire young people through providing information and resources or signposting of such.	Application form, appropriate certificates, interview and test
2.5	Experience of planning and coordinating events	Application form, appropriate certificates, interview and test
<b>Desirable</b>		
2.6	Has a broad knowledge of the legislation, literature and practice in the area of children and education.	Application form/interview
2.7	Understanding of Secondary education sector and the careers/employability issues facing schools over the coming years.	Application form/interview
2.8	Advice, Guidance, youth community work, counselling, teaching or a mentoring qualification and or experience.	Application form/interview
2.9	Experience of working with young people with Special Educational Needs	Application form/interview
2.10	Knowledge of SIMS would be advantageous, but not essential	Application form/interview
2.11	Experience working with specific agencies and local businesses directly involved with employability for young people e.g. universities, colleges, employers, Job Centre Plus	Application form/interview

### 3. Other Requirements

No	Description	Method of Assessment
3.1	<b>Essential</b> Commitment to excellence and desire for continual improvement	Interview
3.2	An understanding of the principles required for supporting students who require employability and careers information and in particular, those who may be experiencing barriers to	Application form/Interview
3.3	Willingness to participate in development and training opportunities and encourage others to participate	Application form/Interview
3.4	Encourage working together internally and externally to achieve maximum success potential for the students you are working with, simplicity in approaching working relationships and advice and clear and transparent lines of communication.	Application form/Interview
3.5	Ability to keep accurate and detailed records.	Application form/interview
3.6	Flexibility in taking on additional responsibilities outside of this job description that are deemed reasonable from management with due and reasonable notification	Application form/interview
3.2	<b>Desirable</b> A knowledge and interest in the education environment	Interview