



Thomas Keble School  
Eastcombe  
Stroud, Gloucestershire, GL6 7DY  
Tel No: 01452 770301  
11 – 16 Comprehensive, 720 on roll  
Headteacher: Mr Steve Shaw

## Careers Adviser

Required: From 24<sup>th</sup> February 2025

**Grade: G (points 8-20):** Part time (1 day per week), term time only including INSET days.  
Salary: £25,992 - £31,586 pa FTE (actual salary £4,405 - £5,353).

We are looking for a highly motivated and committed individual to join our team as Careers Adviser. The ideal applicant will support all students attending Thomas Keble School to receive excellent and impartial CEIAG; you will empower staff to support the CEIAG agenda and to signpost students to appropriate, professional sources of information & advice. The ideal applicant also needs to have excellent communication skills and the ability to forge strong working relationships.

Thomas Keble School is an over-subscribed 11-16 secondary school in the heart of the Cotswolds. The successful candidate will work in a new state-of-the-art school campus, due to open in January 2025. You will be supported in post by a Careers Lead teacher as we continue to provide the very best all-round education for our young people.

Thomas Keble is a Single Academy Trust and we are the school of choice locally with a waiting list in each year group. As a school community, we work hard and go the extra mile for our student body, who in return are warm, welcoming, and well-motivated. Our last Ofsted inspection was in July 2023 and the school was graded as 'Good'. The statements below are taken from this report:

- “Leaders have created a **nurturing** environment which supports pupils to learn and **achieve well.**”
- “Pupils’ **behaviour is calm and friendly** and **disruption to learning is rare.**”
- “Leaders have designed a **broad and ambitious curriculum.**”
- “Pupils feel **happy** and **safe** at school”

The successful candidate will not only be experienced in careers & CEIAG delivery, you will also have excellent organisational and communication skills and will be able to use appropriate systems and software, appropriate to the role. In return we can offer a supportive, professional environment where staff work closely together, regardless of role, to achieve positive outcomes for all of our students.

This is a rare opportunity to join a fantastic school community. The successful candidate will be appointed on their skills and experience, however, as important to me will be your approach, attitude, and beliefs. You can use our website to find out more about what we do and why we do it. Choosing the school for the next stage of your career is an important one and, to that end, we welcome prospective applicants to visit before deciding to apply.

I look forward to receiving your application and welcoming you to our school. For further details, please contact the Headteacher’s P.A., Ms. Amanda Oxberry, on 01452 770301 or email [recruitment@thomaskeble.gloucs.sch.uk](mailto:recruitment@thomaskeble.gloucs.sch.uk)

The closing date for applications is midday, Thursday 10<sup>th</sup> January 2025. We anticipate interviews will take place the week beginning Monday 13<sup>th</sup> January 2025, however, we reserve the right to withdraw this vacancy should a suitable applicant be found before the closing date.

Thomas Keble School is committed to safeguarding the welfare of children. Disclosure of any criminal convictions and an enhanced DBS check will be required for this post. It is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children. The post may not be exempt from the Rehabilitation of Offenders Act 1974 as certain spent convictions and cautions are ‘protected’ and are not subject to disclosure. An applicant must provide the School with upfront disclosure of all unspent convictions, cautions, reprimands, or warnings. Failure to declare (that are not subject to the Disclosure and Barring Service filtering) may disqualify an applicant for appointment and may result in summary dismissal if the discrepancy comes to light subsequently.

*Thomas Keble School is an Equal Opportunities Employer*