



Careers Advisor

Term time only, 15 hours per week plus 2 days
Starting salary NJC scale 5, point 12, £34,864 full time equivalent,
pro rata, 39 weeks of the year is £12,647

To start in October 2026

As one of the most successful and over-subscribed, non-selective schools in South West London with Music and Mathematics as a specialism, we are a truly inclusive and dynamic place to work. The successful candidate will provide impartial careers guidance to students through one-to-one interviews, group sessions and careers events, supporting them to explore education, training and employment pathways and make informed decisions about their future. The role includes supporting students with progression planning, including CV writing, applications and interview preparation, as well as maintaining accurate records and providing administrative support for work experience and careers programmes. Candidates must be confident in building positive relationships with young people, communicating effectively with parents, staff and external partners, and handling sensitive information with professionalism and discretion. A good standard of computer skills and the capacity to prioritise competing demands are essential for this post.

As a vibrant school of just over 1,000 pupils with a thriving academic Sixth Form, Saint Cecilia's is also a caring Christian community, and together with a close-knit team of dedicated teaching and support staff, has achieved excellent academic success. Whilst candidates must be in sympathy with the aims of a Church of England School, a Christian commitment is not essential.

Located close to Wimbledon Lawn Tennis Club, Saint Cecilia's is well connected to central London and the West End, as well as the tranquil Surrey countryside, by exceptional transport links. The school lies within the Inner London Weighting area, which adds a significant increase to salary.

The nearest underground station is Southfields (District line – Zone 3 and less than a five-minute walk), which is only five minutes from Wimbledon station and 16 minutes from Earl's Court. The area is well served by numerous bus connections to Clapham Junction and Richmond.

We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults, and expect all staff and volunteers to share this commitment. All posts are subject to an enhanced DBS check.

Please note we do not accept CVs. We regret that we are unable to offer skilled worker visa sponsorship to non-UK citizens for this role.

To apply for this post, please complete the application form on TES or DfE. Alternatively, download it and send to applications@saintcecilias.london

You can find the link to our TES page on our website: <https://www.saintcecilias.london/workforus>

Please note the deadline is 9.00am, Monday 7th September 2026