



Job Description and Person Specification

Careers Advisor (Part-time)

Start date: October 2026

Application Deadline: 7th September 2026, at 9am

Job context:

Saint Cecilia's Church of England School is a co-educational Church of England comprehensive school for pupils aged 11-18 years in the Diocese of Southwark and the London Borough of Wandsworth, specialising in the teaching of music and mathematics. We have over 1,000 pupils on roll, including approximately 200 in the Sixth Form. This job profile reflects the vision, aims and policies established by the School's Governing Body.

Job purpose:

- To provide personal and impartial careers guidance to individual students and groups of students, ensuring that students have access to advice and support tailored to their individual needs, in line with the Gatsby Benchmark for meeting the needs of each pupil.
- To support the school's delivery of the Gatsby Benchmarks by ensuring students receive personal guidance from a professionally qualified careers adviser at the appropriate time to inform their education, training and career decisions.
- To support students in assessing their interests, achievements, abilities and personal circumstances, enabling them to make informed decisions about their future.
- To provide access to careers information, resources, and education, training and employment opportunities, helping students to explore the full range of pathways available to them.
- To help students develop and implement realistic action plans to achieve their career aspirations, providing appropriate guidance and support throughout the process.

Accountable to: Careers Lead for line management

Key Tasks

Accountabilities

- The careers advisor will work under the management of the careers lead.
- They will keep the careers lead apprised of the advisory and guidance work being undertaken and advise the team on any useful non-confidential information that emerges from working with students, in order to improve the careers programme provided by the school.
- They will appraise the careers lead of any curricular issues or needs that emerge from discussions with students.
- They will attend careers team meetings and undertake CPD or provide CPD for team members as appropriate.

Responsibilities

- To support the Careers Lead with careers events scheduled throughout the school year.
- To provide impartial careers guidance to students through one-to-one interviews and group sessions, supporting them to explore education, training and career pathways and make informed decisions about their future.
- To assess students' needs, identify skills gaps and development opportunities, and provide guidance on appropriate support, qualifications, training and funding opportunities.
- To support students with progression planning, including CV writing, UCAS applications, job applications and interview preparation.
- To research and maintain up-to-date knowledge of careers information, labour market trends, education and training opportunities, and relevant legislation, liaising with employers and education and training providers as appropriate.
- To maintain accurate records and utilise relevant IT systems, careers guidance software, assessment tools and administrative processes to support the effective delivery of the service.

Operational

- To establish and maintain good relationships with all staff, students, parents/carers, visitors, work experience providers, other professionals and agencies.
- To understand and implement the school's behaviour policy and code of conduct including the issuing of rewards and sanctions.
- To ensure compliance with current legislation on child safeguarding and matters of health and safety, especially with regard to student visits and work experience.
- To ensure that the provision is both accessible and attractive to different groups of students, that is, to ethnic groups, boys and girls, students with special educational needs, high attaining students, and EAL students.

Administrative

- To provide administrative support with work experience
- To undertake and oversee all administrative functions within the remit of the role, ensuring the accurate maintenance of records, information systems, reports, correspondence and statutory returns.
- To process, analyse and present information as required, including the preparation of reports and meeting documentation for senior leaders, governors and other stakeholders.
- To maintain compliance with data protection, copyright and information management requirements, ensuring inventories and records remain accurate and up to date.

General

- To participate fully in the life of the school, attending meetings, training, events, educational visits and stakeholder meetings as required.
- To manage administrative and financial responsibilities associated with the role, ensuring effective use of resources and budgeting.

- To maintain compliance with all relevant school policies, procedures and statutory requirements, including safeguarding, health and safety, confidentiality and data protection, whilst keeping abreast of developments relevant to the role.

Person Specification

Criteria	Essential	Desirable
Education	- Studied to a minimum standard of GCSE grade 4 or equivalent, in English and mathematics. - Qualification in careers guidance or studying towards this or its equivalent with experience in the field.	- Further or higher education academic or vocational qualifications – possibly in counselling, psychology, youth or social work. - Ideally qualified to Level 6 in Careers Guidance, working towards it or a willingness to undertake the qualification
Experience	- Experience of working with children/young people. - Experience/training in interviewing techniques and processes. - Experience or knowledge of working with further education, higher education and apprenticeship providers. - Proven experience of developing productive links with employers.	- Experience of giving presentations to an audience. - Experience of working in a school or similar establishment. - Experience of working with school senior leadership personnel.
Knowledge, Skills and Abilities	- Shows a clear and detailed understanding of what will be involved in addressing the key tasks in the job profile - Knowledge and understanding of the Gatsby Benchmarks, careers education, information, advice and guidance (CEIAG), and the responsibilities of the Careers Adviser role. - Knowledge of education, training and employment pathways, qualifications and progression routes. - Ability to absorb, interpret and communicate a wide range of information effectively.	- Ability to organise and prioritise work commitments. - Knowledge of work experience and/or volunteering programmes/opportunities. - Knowledge of the curriculum and work-related initiatives.

	• Strong verbal, listening and written communication skills, with the ability to build positive relationships and communicate effectively with students, staff, parents and external agencies. • Ability to work constructively as part of a team, demonstrating an understanding of school roles and responsibilities and the contribution of support staff to teaching and learning. • Ability to implement administrative systems and procedures, with proficiency in Microsoft Office applications, including Excel, and other information systems. • Knowledge of relevant policies, procedures and legislation • Ability to handle sensitive and confidential information appropriately.	
Personal Qualities	• Committed to respecting and upholding the school's Christian ethos and values. • Committed to setting and maintaining high standards and supporting an inclusive educational environment for all students. • Excellent interpersonal, listening and communication skills, with the ability to build effective relationships with students, parents, staff, governors and external partners. • Demonstrates an empathetic, non-judgemental and professional approach when working with young people. • Able to show initiative, solve problems effectively and manage competing priorities.	• Awareness and appreciation of the Anglican tradition. • Willingness to engage with pupils out of school hours through enrichment activities, extra-curricular activities, sport, and outdoor pursuits.

	• Flexible in working practice and able to respond positively to changing circumstances and deadlines. • Well organised, with a high level of attention to detail. • Committed to continuous professional development and the enhancement of skills and knowledge. • Committed to safeguarding and promoting the welfare of children, supporting the school's ethos, values and wider community	
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