



Applicant Information Pack:  
**CAREERS ADVISOR**

**Closing date: 24th April 2026**

Applications can be made via  
completing the application form.

To arrange a visit or return completed forms, contact:  
Sarah Hales - PA to Headteacher, St Crispin's School – [haless@crispins.co.uk](mailto:haless@crispins.co.uk) tel. 0118 978 1144



## EMPOWERING YOUNG PEOPLE TO BUILD HAPPY, REWARDING FUTURES

**The Circle Trust SCP Grade 8 point 30 equates to £30,877 44.95 weeks per year per annum | Part-time 8.30-3.30, term-time only | Immediate start**

As Careers Advisor supporting our secondary and sixth form students at St. Crispin's and The Emmbrook School, you will play a key role in The Circle Trust's growing community of schools:

- Providing invaluable information and guidance about post-16 and 18 opportunities.
- Empowering students to take their best next step to achieve fulfilling working lives, have control of their futures and contribute positively to society.
- Developing industry links to broaden students' understanding of the world of work.
- Working proactively to support the attainment of the Gatsby Benchmarks.

If you are passionate about making a real difference to the lives of our amazing young people we would love to hear from you.

### **To arrange a visit or apply please contact**

Sarah Hales - PA to Headteacher, St Crispin's School - [haless@crispins.co.uk](mailto:haless@crispins.co.uk) tel. 0118 978 1144

Applications can be made via the [application form](#) on our school website

**Closing date:** 24th April 2026 | **Interview date:** tbc

**Please note, we will be reviewing applications daily and reserve the right to close the advert early, should we receive sufficient applications.**

*The Circle Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Our recruitment process follows the keeping children safe in education guidance and offers of employment may be subject to the checks outlined in this guidance.*



## Job description

<b>Salary</b>	The Circle Trust SCP Grade 8 point 30 equates to £30,877 44.95 weeks per year per annum	<b>Reporting to</b>	Senior Leader at each school with responsibility for work-related learning and work experience
<b>Contract</b>	Part-time 8.30-3.30, term-time only Monday-Friday 8.30am-3.30pm 2.5 days at each school per week 32.5 hours per week Plus 2 examination results days each year.	<b>Start Date</b>	Immediate start

## Job purpose

- To provide impartial quality careers education, information, advice and guidance to students across both schools
- To lead and manage all work-related learning opportunities and education including work experience
- To support with the compliance of the Gatsby Benchmarks for good careers provision

## Duties and responsibilities

- To deliver quality one-to-one bespoke careers interviews for students in Key Stage 4 and 5 and providing personalised careers action plans to allow young people to progress and manage their own future, ensuring statutory guidelines are met.
- To organise and run careers stands for key transition evenings and career information evenings throughout the year.
- To work with both schools towards achieving the Gatsby Benchmarks by:
- Ensuring that destinations are ambitious and aspirational, promoting equality of opportunity for all and challenging stereotypes.



- Signposting local labour market information, current skills gaps, and STEAM opportunities to students and parents.
- Ensuring all students have an ambitious and appropriate destination post-16 and post-18 and to support the destination tracking of students in Years 11, 12 and 13.
- To prioritise support for vulnerable (PP, YC, LAC, EHCP) students in Years 8-13.
- To support in researching and signposting careers, options pathways and support organisations to meet young people's needs.
- To support in the preparation of assemblies on work-readiness, preparedness for the world of work and destination pathways including university, apprenticeship, gap year and employment routes.
- To support students at key transition points by delivering small group sessions or larger presentations on aspects of careers guidance and topics related to personal development.
- To deliver information and guidance to parents at key points in the year.
- To support the development of careers education resources and embed the use of platforms such as Unifrog to support the careers education programme.
- To provide advice and guidance on examination results days.
- To attend Careers Lead meetings within the LA.
- To conduct professional reading/INSET on up-to-date research and good practice with regards to understanding work related learning.
- To lead and support WRL aspects of Focus Days and PSHCE programme.
- To oversee and be responsible for work experience opportunities.
- To carry out tasks as reasonably required by the Headteachers at each school.

This post is line-managed by the member of SLT at each school with responsibility for work related learning and work experience.

**This job description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future**



## Person specification

### Qualifications and training

	Criteria	Essential	Desirable
1.	Hold (or be working towards) a Level six or higher careers qualification, such as the Qualification in Careers Development (QCD) or equivalent, or the work-based Diploma in Careers Guidance and Development, (essential).	✓	
2.	Have a valid DBS check (essential).	✓	
3.	Strong IT skills (MS Office experience, including word-processing, spreadsheets and e-mail).	✓	
4.	Subscribe to the CDI Code of Ethics (desirable).		✓

### Knowledge, abilities, skills, experience

	Criteria	Essential	Desirable
5.	Verbal and written communication.	✓	
6.	Advisory skills (recommending a course of action).	✓	
7.	Experience of building good working relationships across a range of stakeholders.	✓	
8.	Able to work constructively as part of a team and independently.	✓	
9.	Strong organisational and planning skills and ability to implement and adhere to processes and procedures.	✓	
10.	Able to prioritise own workload and work to competing deadlines.	✓	
11.	Experience of working within a learning environment.		✓

### Personal qualities

	Criteria	Essential	Desirable
12.	Committed to equality of opportunity.	✓	
13.	Ability to maintain strict confidentiality.	✓	
14.	Discretion, integrity and diplomacy.	✓	

## Other qualities

	Criteria	Essential	Desirable
15.	Suitable to work with children.	✓	
16.	Participate in training and development opportunities.	✓	
17.	Hold a valid driving licence (to be able to travel between the two schools).	✓	
18.	Respect for confidentiality.	✓	
19.	Confidence and resilience (to challenge where necessary).	✓	
20.	Commitment to professional development to maintain knowledge and improve practice.	✓	





# About The Circle Trust

The Circle Trust, established in 2018, was created to serve Wokingham and the surrounding area. The Circle Trust was borne out of a desire that all children and young people have an excellent, well-rounded education and flourish in first-rate schools where the best teaching, the best facilities and the most up-to-date resources are made available to them.



[An introduction to The Circle Trust](#)

We are a community of schools that have shared values and an essential common ethos and vision for education and learning. At the centre of our work together is improving the educational outcomes for our pupils.

Our Trust's vision is

All children and young people deserve to have an excellent well-rounded education and **to flourish** in first-rate schools with the best teaching, the best facilities and the most up to date resources made available to them.



## Our values are our cultural north star they drive our behaviour and decision making.



The highest educational outcomes for every learner is paramount



Preserving the unique identity and ethos of all partner schools is essential



To be anything but utterly inclusive is non-negotiable



Being self-reflective is essential in encouraging innovation, our Trust is always driven to improve further



What we say is what we do, we recognise talent, foster expertise, believe well-being for all is fundamental



Our Trust promotes collaborating with others and being outward looking

## Our support

Our Trust provides the support and infrastructure that schools need to enable them to develop and improve, and for the school leadership and their local governance to achieve their objectives.

At the heart of our Trust is access to school improvement advice and guidance. We call this package of support “The Learning Curve!” As an all-through Trust (nursery—18 years), we are able to provide school improvement advice and strategy based on consistent and fluent approaches to education provision.



## Our schools

We understand how to manage the balance between effective and efficient common systems whilst ensuring that the individual character and ethos of different schools is maintained. We work in a very transparent way, where schools have the opportunity to influence and their views are taken into account.

As a trust we are rooted in this approach and our ambition is clear; to improve the educational outcomes for children and young people. We don't want to change schools; we want to help them progress.



Badgemore Primary School



Emmbrook Infant School



Emmbrook Junior School



The Hawthornes Primary School



Hartland Primary School



Nine Mile Ride Primary School



Owismoor Primary School



Shinfield Infant and Nursery School



St Crispin's School



The Emmbrook School



Wescott Infant School



Westende Junior School



### To find out more:

Please visit [The Circle Trust](#) website and [Family Circle guide](#).

If you would like to arrange a meeting, please get in contact via the school office.

We'd love to have a cuppa with you!



Photo taken by Stewart Turkington Photography

## About Wokingham

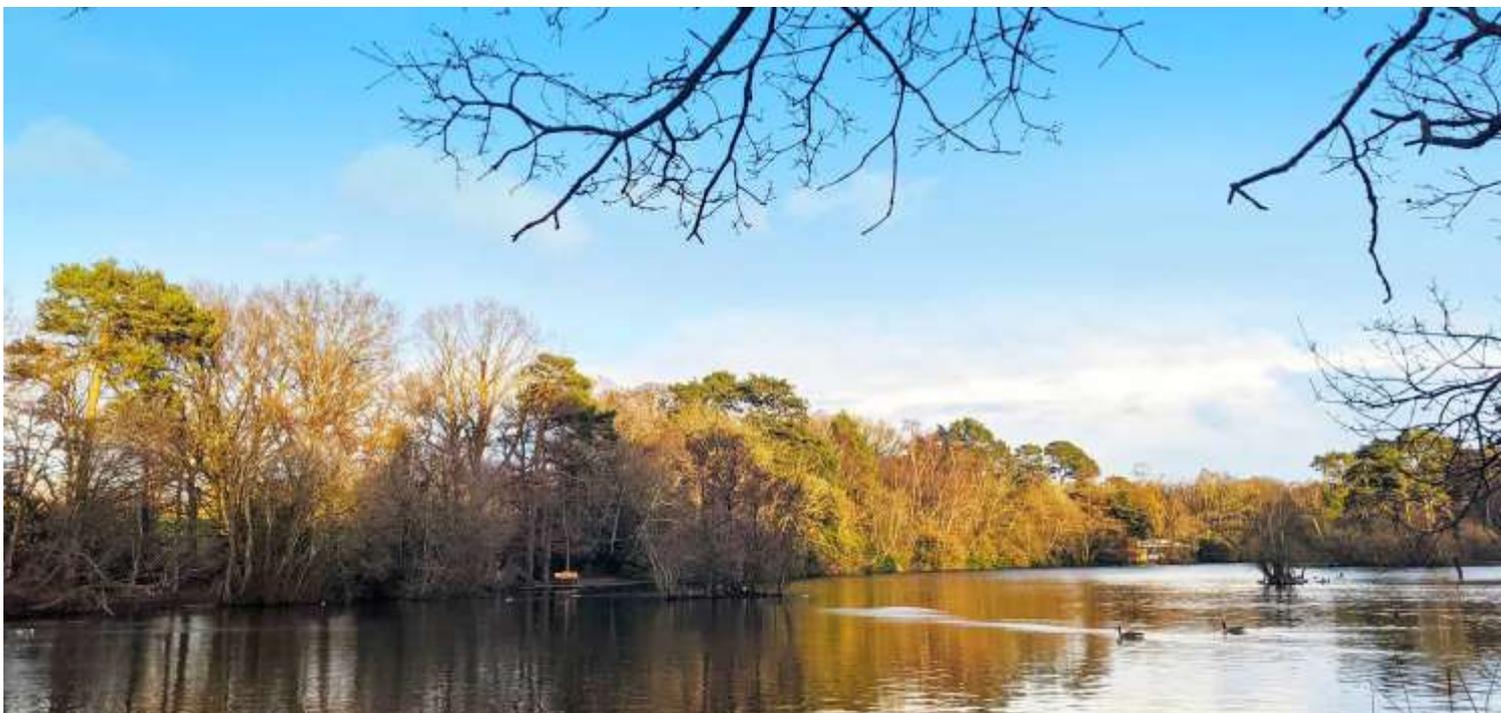
Wokingham has plenty to offer and our historic market town is by no means standing still. We are coming to the end of a £100m town centre regeneration programme and the population continues to grow.

We are often found at or near the top of surveys for the best place to live and to raise a family. We are surrounded by spacious woodland and lush green fields. There are plenty of options for being active in the great outdoors – we are near excellent mountain bike trails, water sport centres, play areas, skateboard parks, golf courses and bridle paths. There are also many other ways to keep busy with nearby cinemas, ten-pin bowling and theatres.

We enjoy good transport links by road and rail to key towns such as Reading, Bracknell, Windsor, Basingstoke and Guildford, in addition to being just 40 miles from central London and 25 miles from Heathrow Airport. Reading is an award-winning shopping destination in the Thames Valley region and Windsor is of course world-renowned for its Royal residence, Windsor Castle.

Wokingham has a strong community spirit which is highlighted by the fabulous May Fair, International Street Concert, Food and Drink Festival and Winter Carnival. The town truly comes alive during these events.

**We love our town, and we look forward to welcoming you.**





## The process and how to apply

The Circle Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Our recruitment process follows the keeping children safe in education guidance and offers of employment may be subject to the checks outlined in this guidance.

### Visits to the School

Visits to the school are warmly welcomed, please contact Sarah Hales - PA to Headteacher, St Crispin's School, either via email [haless@crispins.co.uk](mailto:haless@crispins.co.uk) or call on 0118 978 1144.

### Application form

Please complete [The Circle Trust application form](#). This is the only form that will be accepted. You should ensure that your personal statement is no more than two pages of A4 and that it reflects your suitability in terms of the Person Specification.

### References

We require two references from all candidates, one of which must be from your most recent employer. If any references relate to employment at a school/college, your referee must be the Headteacher/Principal. If you are short-listed, the school will contact your referees without further reference to you.

### Equal opportunities monitoring form

We are committed to recruiting, retaining and developing a workforce that reflects at all grades the diverse communities that we serve. It is vital that we monitor and analyse diversity information so that we can ensure that our HR processes are fair and transparent.

Any information provided on this form will be treated as strictly confidential, will not be seen by staff directly involved in the appointment and no information will be published or used in any way which allows any individual to be identified.

The completion of this [equal opportunities monitoring form](#) is entirely voluntary. However, it will assist us in carrying out this monitoring. We would therefore be grateful if you would complete the questions on this form.

Prior to shortlisting this information will be removed from your application form and used only to provide data for statistical purposes.

### Application closing date

The closing date for applications is 24th April 2026. Applications can be made via the [application form](#) on our school website.

Please send your application to Sarah Hales - PA to Headteacher, St Crispin's School - [haless@crispins.co.uk](mailto:haless@crispins.co.uk) tel. 0118 978 1144

### Shortlisting

Shortlisting will be against the Person Specification criteria as detailed in this pack. We will also check all applicants for gaps in employment history.



Those applicants that best meet the Person Specification will be invited to interview.

### Interview Dates

Tbc

### Checks

If you attend the interview, you will be required to bring photographic identification, proof of the right to work in the UK and proof of qualifications.

### Offer of employment

We will make a verbal offer of employment to the successful candidate by telephone. This will be followed up by a written offer which will be emailed or posted. Any offer is made subject to satisfactory references, enhanced DBS clearance and other safeguarding checks as required.

All unsuccessful candidates will be notified by email

## How we use your data

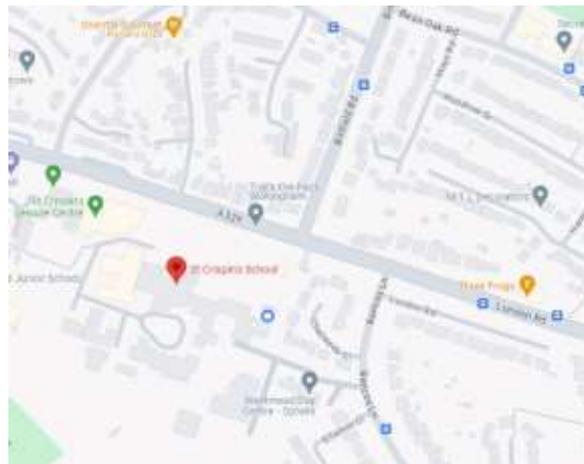
In completing this application form you should refer to the Recruitment Privacy Notice on our website. The personal information collected on this form will be processed to manage your application in accordance with the Recruitment Privacy Notice.

If successful, your personal information will be retained whilst you are an employee and used for payroll, pension and employee administration in accordance with the Staff Privacy Notice which is available on our website and will be issued on appointment. Information will not ordinarily be disclosed to anyone outside The Circle Trust without first seeking your permission, unless there is a statutory reason for doing so.

In accordance with our statutory obligations under Keeping Children Safe in Education, The Circle Trust is required to conduct an online search as part of our due diligence on the successful candidate. This may help identify any incidents or issues that have happened and are publicly available online. If there are any, we may wish to explore them with you prior to confirming your appointment. We carry out these searches using a trusted third party.

If you are not shortlisted or appointed, then your information will only be retained by us for 6 months from the shortlisting date, in accordance with the Recruitment Privacy Notice

Thank you for your interest. If you have any questions or wish to arrange a visit, please contact Sarah Hales - PA to Headteacher, St Crispin's School either. Via email [haless@crispins.co.uk](mailto:haless@crispins.co.uk) or call on 0118 978 1144.



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The Circle Trust is a charitable company registered in England and Wales (number 11031096) whose registered office is The Oval Offices C/O St Crispin's School, London Road, Wokingham RG40 1SS. Further information about The Circle Trust is available at [www.thecircletrust.co.uk](http://www.thecircletrust.co.uk).