



North Bromsgrove High School
nbhs-recruitment@northbromsgrove.worcs.sch.uk

JOB DESCRIPTION

Job Title: Careers Advisor / Timetable and Exams Support Administrator

Accountable to: Headteacher

Salary: c£22,674 actual salary

Main purpose of the role:

To deliver and provide independent and impartial careers information, advice and guidance to students in Key Stages 3 to 5 and to effectively support with the schools timetabling and exam process.

Main Responsibilities:

Careers Advisor

- To be responsible for the delivery and provision of independent and impartial careers information, advice, and guidance.
- To oversee and coordinate an impactful school Work Experience Programme.
- To be responsible for employer engagement to support the schools career's programme.
- Complete statutory, impartial careers interviews with students at KS4 and provide opportunities for career interviews at KS5
- Develop an appropriate system for recording interviews and producing individual action plans.
- Track on going destinations of Y11 and Y13 leavers and to share with SLT.
- Support with the delivery of assemblies, signposting services and the provision of specific careers related resources.
- To support at KS4 and KS5 parents evenings and options evenings for the purpose of offering advice and guidance to parents.
- To lead on post 18 options to include the UCAS process and support for apprenticeship applications.
- Provide 1:1 career advice on GCSE and A-Level result days (August)
- Plan and implement careers events in line with key dates such as Careers Week and National Apprenticeship Week.
- Communicate with key stakeholders and promote the Careers Programme in a variety of ways e.g. Careers Newsletter.

Timetable Support Admin

- To assist in producing a workable streamlined timetable which represents an efficient use of the schools resources.
- To support with implementing staffing and rooming requirements for both the timetable as a whole and as they change as required by SLT.
- To ensure all students are in the correct classes and that all class registers are correct on the MIS to support both safeguarding and exam entry.



- To provide support for handling ad-hoc change requests from staff and students.
- To support with deadlines relating to timetabling.

Exam Support Admin

- To give proactive support to the Examination Officer.
- To Assist with exam day preparations.
- To deputise in the Examination Officer's absence.
- Invigilating if required
- To undertake any other administration tasks in relation to the exams office if required.

General Responsibilities:

- To support team within the general office when reasonably required.
- To undertake such other duties, training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility of this job.
- To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage and ensure staff and students to follow this example.
- Undertake appropriate training where necessary.
- To undertake regular CPD as required to be effective in the role and ensure compliance to statutory and legal requirements.
- Any other duties as directed by the Headteacher and SLT.

PERSON SPECIFICATION

Training, Qualifications And Experience	
Essential	Desirable
<p>English/Literacy and Mathematics/Numeracy to at least Level 2 of National Qualification framework.</p> <p>Demonstrable experience of successfully working to set targets and KPIs.</p>	<p>Event planning and delivery. Annual and one off events.</p> <p>Experience of working in a school environment.</p> <p>Experience of delivering careers advice and guidance.</p> <p>Experience of supporting young people.</p>
Professional Knowledge And Understanding	
Essential	Desirable
<p>Commitment to regular and on-going professional development and training.</p> <p>Evidence of qualities that would suggest suitability for working with and supporting the needs of students.</p> <p>Excellent communication skills, both verbal and written.</p> <p>Understanding of relevant policies, work independently, motivate and inspire with a creative approach to problem solving.</p> <p>Knowledge of educational developments.</p>	<p>Knowledge of School MIS</p> <p>Timetable experience</p>
Abilities And Skills	
Essential	Desirable
<p>Teamwork – proven experience of effective team and independent working.</p> <p>ICT skills, knowledge of Microsoft Software, such as Word and Excel.</p> <p>Ability to work within and apply all school policies e.g. safeguarding, health and safety, equal opportunities.</p>	<p>Willingness to work flexibly if required.</p> <p>Evidence of using own initiative to identify and plan appropriate action plans.</p>

Personal Qualities	
Essential	Desirable
<p>Ability to form and maintain appropriate relationships and personal boundaries.</p> <p>Motivation to work with children.</p> <p>A commitment to improving student outcomes</p> <p>Willingness to participate in further training and developmental opportunities offered by the school and external providers, to further own knowledge</p> <p>Self- motivated and seizes the initiative</p> <p>Clear vision and moral purpose</p> <p>A commitment to own professional development and that of the whole staff</p> <p>A positive and resilient individual with drive, integrity, and a cheerful disposition</p> <p>Ambitious and diligent professional who can motivate and inspire others</p> <p>Approachable, able to listen and reflect on the needs of the stakeholders</p> <p>Ability to actively 'live out' our school CARE values and ethos</p> <p>Commitment to safeguarding and promoting the welfare of children and young people</p> <p>The post holder will require an enhanced DBS</p>	<p>Desire for further career progression</p>