



# Wright Robinson College

Headteacher: Martin Haworth

## CEIAG Advisor (Careers, Education, Information Advice and Guidance)

**Grade: 6 - £30,825 - £33,945 (Actual Salary term-time only + 1 week £26,543 - £29,229).**

**Start Date: ASAP**

**Contract: Full time (35 hours p/w). 8:25am – 3:55pm. Permanent. Term-time only plus 1 week**

**Apply by: 9:00am Monday 15<sup>th</sup> April**

We have a very rare and exciting opportunity for a careers advisor to join our team. The successful candidate will contribute to developing and delivering professional careers advice and will lead and coordinate the delivery of CEIAG, apprenticeships and work-related learning at the college. This is a key position in a supportive and forward-thinking college offering the opportunity to contribute to our pastoral system and make a substantial difference to the lives of young people in the local area.

Wright Robinson College has been an 'Outstanding School' in every area of the Ofsted Inspection Framework since 2016 and we were immensely proud that our continued 'Outstanding' status was confirmed again in our October 2021 inspection under the new framework. We are fully committed to continuing to further raise academic standards and attainment, across an academic curriculum.

Wright Robinson College is committed to staff development and if you join our team you will be based in a friendly and supportive school with a state-of-the-art building, providing access to the latest resources to facilitate learning. As well as offering you a competitive salary, and access to our BUPA Healthy Minds Employee Assistance Programme, you will be provided with free access to on-site gym and pool facilities, a range of activities designed to support staff well-being and on-site parking. Located one mile from the city centre, on the east side of Manchester, we are easily accessible through local and regional transport links.

Have you got the desire, experience and ambition to join our Team? If so, we would be delighted to hear from you. Informal enquiries can be directed to Ms Ward, Director of HR on 0161 370 5121.

**For further information on the position, to see what our staff have to say about working for us and for details on how to apply, please follow the link below:**

<https://www.wrightrobinson.co.uk/staff-vacancies/>

*All applications should be made via the TES website. We reserve the right to close this vacancy early if we receive sufficient applications for the role. Therefore, if you are interested, please submit your application as early as possible. Unfortunately, we are unable to contact all applicants who have not been shortlisted for interview. If you have been shortlisted, you will be contacted within one week of the closing date.*

### **Statement on Equality**

We are an Equal Opportunities Employer and we positively welcome applications from candidates regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

### **Statement on Safeguarding**

Wright Robinson College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. As such, all posts are subject to a safer recruitment process, including online checks and the disclosure of criminal records. It is an offence to apply for the role if the applicant is barred from engaging in regulated activity relevant to children. When appointing new staff, we will ask shortlisted candidates to complete a self-declaration of their criminal record and to provide any information that would deem them unsuitable to work with children.

### **Criminal Offences**

All posts involving direct contact with children are exempt from the Rehabilitation of Offenders Act (Exemptions) Order 1974. However, amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected'. These are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website or at <http://hub.unlock.org.uk/wp-content/uploads/What-will-be-filtered-by-the-DBS.pdf>.

Shortlisted candidates will be asked to provide details of any convictions that would not be filtered, prior to the date of the interview. You may be asked for further information about your criminal history during the recruitment process. If your application is successful, this self-disclosure information will be checked against information from the Disclosure & Barring Service before your appointment is confirmed.

### **GDPR**

A copy of our Privacy Notice is available on our website.

