



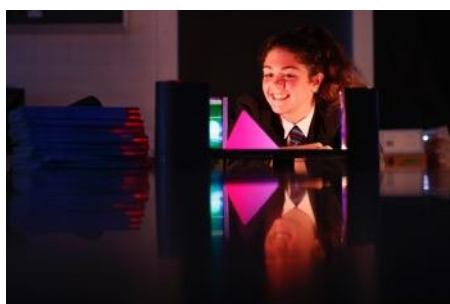
CHESHAM
GRAMMAR
SCHOOL



Careers and Development Administrator Information Pack

CAREERS AND DEVELOPMENT ADMINISTRATOR

Range 3, 18 hours per week (38 weeks per year)
£22,690 - £24,540 pa/pro rata
(actual £9,127 - £9,872)



CAREERS AND DEVELOPMENT ADMINISTRATOR

Hours: 18 hours per week. Flexible to suit the candidate – to be discussed at interview (37.4 weeks plus three inset days, 38 weeks in total) *with some flexibility if necessary*

We have an opportunity for a well organised and efficient administrator to support our Careers & Enterprise and Development & Alumni departments (which includes our alumni network and fundraising). The role involves providing full administration support to both areas. The successful applicant will liaise with staff, parents, students (present and past) and external agencies to assist in organising and communicating programmes and events and will ensure records and databases are up to date and accurate. The successful candidate will demonstrate excellent administration skills, the ability to communicate effectively, a sound knowledge of IT and Microsoft products, and familiarity with social media platforms.

This is a new position and offers the successful applicant the opportunity to shape and develop the role.

Applications

Completed applications should be emailed to: Recruitment@redkiteschoolstrust.org

Closing date for applications: Tuesday 1 March 2022 at midday

Interviews to be held: week commencing Wednesday 7 March 2022

Red Kite Schools Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share the same commitment.

Applicants will be required to undergo child protection screening appropriate to the post including checks with past employers and the Disclosure and Barring Service.



Careers and Development
Administrator
Job Description

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Responsible to: **Careers & Enterprise Leader / Development Director**
Salary scale: **Range 3 £22,690 - £24,540 pro rate per annum (actual salary £9,127 - £9,873)**
Working hours: **18 hours per week, flexible to suit the candidate, to be discussed at interview. term time only (37.4 weeks plus three inset days, 38 weeks in total)**

Job Purpose

- To provide comprehensive administration support to both the Careers & Enterprise Leader and Development Director
- To assist in the organisation and communication of the Careers/Enterprise and Development programmes, events and campaigns

Main Duties and Responsibilities

- Organise appointments, workshops, presentations, reunions and other in-person and online events involving students, parents, staff, alumni and external bodies
- Assist in the preparation and implementation of careers and development communications including newsletters, fundraising information and event promotion via print, video, digital and social media
- Field Careers and Development enquiries from students and staff as required and ensure they are processed and handled by appropriate contacts.

- Maintain and assist in developing The Careers Library, school archive, careers, alumni and school news displays
- Update and maintain comprehensive records and databases.

General Responsibilities common to all staff

- To carry out duties as may be required from time to time commensurate with the overall responsibility of the post
- To comply and actively promote school policies, including Behaviour, Equal Opportunities and Health and Safety
- To promote positive student conduct. To confront negative student conduct and take appropriate steps to deal with it
- To deal with all telephone and personal enquiries efficiently and effectively, in a way that promotes a positive image of the school
- To be smartly dressed, establish a business-like environment, promote excellent relationships and a positive ethos when communicating with students, staff, parents and external contacts
- To undertake training and development relevant to the post.





Person Specification: Careers and Development Administrator

Qualifications	Essential	Desirable
Maths and English to at least GCSE Grade C or equivalent	✓	
Experience		
Experience in working within a school environment		✓
IT competency	✓	
Experience of organising events		✓
Experience of using social media within a work environment		✓
Experience in marketing and communications environment		✓
Skills / Competencies		
The ability to work as part of a team	✓	
The ability to work independently, use initiative but take direction	✓	
Excellent communication skills (oral and written)	✓	
Excellent interpersonal skills	✓	
High attention to detail and a high level of accuracy	✓	
A personal commitment to professional development and the updating of job-related skills		✓
Working to tight deadlines	✓	

Making an application

The purpose of the selection process is to assess your suitability for the post and give both you and the panel an opportunity to gain further information before making a successful appointment. It is also an opportunity to seek clarification on information which you have provided on the application form and accompanying information. The interview will also assess your suitability to work with children and will include questions relating to safeguarding and promoting the welfare of children.

How to apply

To apply for this position, you will need to complete an application form, which can be downloaded either from our website or via the following link:

Completed applications should be sent to Clare Harvell, HR Manager Recruitment@redkiteschoolstrust.org

Please note that only fully completed application forms, with accompanying covering letter will be considered. CVs will not be included in the shortlisting process.

Shortlisting

Applications will be assessed based on the information provided on the application form: only those best fulfilling the criteria for the role and the person specification will be shortlisted.

Subject to the number of applications, shortlisting may take place before the deadline for applications has passed.

If you have not heard from us within three weeks of the closing date, you can assume that your application is not being progressed on this occasion.

Interview

Shortlisted candidates will be interviewed initially by a member of the senior team.

Candidates will also be given a tour of the school where appropriate and if possible, and there will be a chance to meet members of the department informally over lunch or coffee.

The interview will also include a lesson sample for teachers or administration task for support staff.

Selected candidates will then be formally interviewed by the Headteacher or other members of the management team.