CIRENCESTER KINGSHILL SCHOOL

Careers Co-ordinator

Part-time salary: £26,365 - £32,455 pa pro rata
Full-time equivalent: £29,540 - £36,363 pa pro rata
Salary dependant on experience
Permanent contract

We are looking to appoint a Careers Co-ordinator who is a qualified Careers Advisor, accredited at Level 6 (H-grade) or working towards/willingness to complete their Level 6 qualification (G grade).

We are proud of the historically strong rates of progression of our Year 11 leavers which reflects on the quality of the expertise of advice and guidance of the current post-holder and the wider-school commitment in supporting students' understanding of life beyond school. Typically, around 98% of our students meet the duty to participate in further education, employment, apprenticeships and training.

Kingshill School has been through a period of exciting and transformational change in recent years but Career Education, Information, Advice and Guidance (CEIAG) has been a long-standing strength of the school. It demonstrates our commitment to ensuring students gain a strong understanding of the world of work, build essential transferable skills, and make successful transitions into appropriate destinations beyond the age of 16. Increasingly, this work is recognised as an integral part of our wider Personal Development offer. Impartial support and guidance is a key element within our school's broader pastoral support team of which you will play a crucial role.

Closing date for applications:

Friday 13th March 2026

Provisional Interview date:

Tuesday 17th March 2026

Our Provision:
It is our aim to provide all students with meaningful experiences of the workplace and/or encounters with employers. These encounters and experiences take place as part of curriculum lessons and through a wide range of targeted events and opportunities.

Our careers programme is delivered throughout Years 7 to 11 through a wide range of events and opportunities, some of which are regular, and some of which are targeted as bespoke events designed to address the needs of a particular group. As an example, these include:

- All students in Year 7 through to Year 11 can request a one-to-one meeting with our qualified Careers Adviser
- Bi-Annual Careers Convention, shared with Cirencester Deer Park, with representation from over 60 local and national companies as well as apprenticeship and education providers. All students and parents from Year 8 to Year 11 are invited to this event.
- Regular talks from industry professionals – whole year group or subject specific invitations.
- During Year 9 Options Day, students research career opportunities across a range of labour markets as well as challenging stereotyping in careers. This is followed by Year 9 Options Evening which is attended by post-16 education providers.
- School assemblies that focus on careers education issues and speakers are also invited from higher education providers.
- Y7 'Meet the Staff' event, where they are involved in interviewing non-teaching staff to learn more about their roles in school and their own career pathways.
- Employability Day for Year 10 students
- Work Experience placements and CV writing workshops for Year 11 students and extended opportunities in Year 11 where appropriate.
- Year 11 mock interview day – students are interviewed by professionals from local businesses.
- Annual 'Taster Day' at a Further Education provider to explore post-16 education opportunities.
- Post-16 Information Evening for Year 11 students and parents to help plan future steps.
- Careers education, provided in PSHE lessons at Key Stage 3 and in Respect lessons at Key Stage 4.

- Clear and explicit links between subject learning and careers, with our recent investment of Unifrog helping to support this.
- At the beginning of Year 10 and Year 11, students complete their 'Planning your Future' feedback forms which we use to identify individual need and plan interventions.

Hours

37 hours per week, ideally working between 8.00am – 4.00pm. However, hours are negotiable for the right candidate

Includes a 20 minute paid break if working more than 4 hours per day and a 35 minute lunch break each day, with the exception of a 40 minute lunch break on a Friday. At times agreed with your Line Manager.

Salary Scale

Grade H, point 14-25, Depending on experience and hours

Holidays

The post is working term time, a week and half in summer holidays (during the results period) and inset days (46.54 weeks per year). This includes 25.5 paid days holiday rising to 30.5 after 5 years continuous service plus statutory holidays. All holidays must be taken in the school holidays.

Safeguarding

Cirencester Kingshill School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share the same commitment. This post is subject to an enhanced Disclosure and Barring Service check. All shortlisted candidates will be subject to an online check.

We welcome applications from underrepresented groups including ethnicity, gender, transgender, age, disability, sexual orientation or religion.

How to Apply

- Please complete the Professional Support Staff application form.
- Include the names, addresses, contact numbers and email addresses of your two referees.
- Include your C.V.
- It would also be helpful if you could include a letter of application which explains how your experiences and skills will best fit the role of Careers Co-ordinator

Please note that applications without the above being completed/included will not be accepted.

Please email completed application forms and relevant documentation to jobs@kingshillschool.co.uk or post to Cirencester Kingshill School, Kingshill Lane, Cirencester, Gloucestershire, GL7 1HS

We reserve the right to close the vacancy early due to the urgency of the role. We encourage interested applicants to apply as soon as possible.

We look forward to hearing from you. If you require any further information please do not hesitate to contact the Personnel Office on 01285 651511 ext. 231, or email:
jobs@cirencesterkingshill.co.uk

CIRENCESTER KINGSHILL SCHOOL

JOB DESCRIPTION

JOB TITLE: Careers Co-ordinator

LOCATION: Cirencester Kingshill School - 11 - 16 Secondary School

HOURS: 37 hours per week, ideally working between 8.00am – 4.00pm. However, hours are negotiable for the right candidate

Includes a 20 minute paid break if working more than 4 hours per day and a 35 minute lunch break each day, with the exception of a 40 minute lunch break on a Friday. At times agreed with your Line Manager.

GRADE: H

RESPONSIBLE TO: Assistant Headteacher: Intentional Character Development, and to the Head and Trustees

LINE MANAGER: Assistant Headteacher: Intentional Character Development

RESPONSIBLE FOR: Careers Team

ASSOCIATED LINKS: Heads of Year, Tutors, SLT, Middle Leaders, Trustees, Professional Support Staff, Teachers, Students and Parents

JOB PURPOSE:
Ensure school fulfils statutory obligations in Careers and Work-Related Learning and supports the needs of every young person to enable them to reach their full potential.

KEY TASKS:

1. Responsible for the provision and recording of access to individual advice and guidance for all students in Years 7 – 11, including individual IAG interviews for students and targeted interventions small group interventions
2. Ensure successful progression to post-16 education/apprenticeships through tracking likely destinations of school leavers, involvement in the Year 11 Results process and being responsive to students who need additional support in securing places.
3. Take responsibility for identifying potential Not in Education, Employment or Training (NEET) students. Helping to prevent them becoming NEET with targeted work. Including working with Gloucestershire County Council through the transition panel, booking 3 meetings a year to support this and ensuring the documentation is prepared for the meeting, knowing the students' needs and being able to source support from other stakeholders.
4. Make sure all paperwork is completed on time for Gloucester County Council regarding the September Guarantee. Including the tracking of students after they have left Kingshill and doing referrals for both Gloucestershire and Wiltshire Youth Service when required.
5. Work with HoYs to coordinate careers/work-related events as appropriate within our Personal Development provision
6. Lead and present to students and their parents at key events, including the Year 9 Options and Year 11 Post-16 Information Evenings, to offer advice to parents as required.
7. Establish effective relationships with local employers, including the local Chamber of Commerce, Careers Hub and our Enterprise Advisor, to support events such as mock interviews and the Careers Convention.
8. Coordinate Mock Interview Day for Y11 students including lead-in sessions on CV writing and interview skills.

9. Coordinate the Careers Convention (bi-annual event) which typically involves approximately 70 exhibitors showcasing to around 2,000 visitors
10. Responsible for the organising and monitoring of work experience for all students (weekly, block placement), and those at risk of suspension with relevant Pastoral staff, ensuring legal compliance.
11. Coordinate college taster days, and other FE/HE opportunities, and targeting of key students as appropriate.
12. Keep updated logs of students' career-related activities through Unifrog and promoting curriculum-related learning opportunities
13. Work with the careers lead to complete the Compass+ evaluation at 3 points each academic year to log our compliance with the Gatsby benchmarks
14. Maintain the careers area of the school website (with IT Network Manager).
15. Managing the Careers budget and keeping appropriate records.
16. Line Manage the Library, Careers and Resources Assistant, with the Careers and Resources administration aspect of their role.
17. Responsible for the day to day running and general upkeep of the Careers Library ensuring that all information contained is relevant and up to date.

On occasion postholders may be required to attend out of contracted hours meetings or events, in these circumstances post holders will be entitled to claim Overtime or Time off in Lieu.

This job description is to be reviewed annually.

Your job description is not your contract. The document is flexible and can be changed according to the needs of the organisation in agreement with your Line Manager or the Headteacher.

Other Conditions

Holiday entitlement
The post is working term time, a week and half in summer holidays (during the results period) and inset days (46.54 weeks per year). This includes 25.5 paid days holiday rising to 30.5 after 5 years continuous service plus statutory holidays. All holidays must be taken in the school holidays.

Claims/Time off in Lieu
If a member of Support Staff in their job description is required to work after their contractual hours or occasionally work outside their contractual hours, which has been agreed in advance with their Line Manager, they can either be paid for the agreed time on a claims basis or take time off in lieu in line with the school policy.

Resignation
A resignation period of 1 month is required.

Disclosure & Barring Service
All employees of the school are required to apply for a Disclosure & Barring Service Clearance Certificate.

Post Holder Sign: …….. Date: ……

Please print your name: ……

Line Manager Sign: ……Date: ……..

Please print your name: ……
February 2026

Cirencester Kingshill School
Person Specification – Careers Co-ordinator/Advisor

	Essential	Desirable
Qualifications	• GCSEs (or equivalent) in English and Maths at Grade C/4 or above • Level 6 Diploma in Career Guidance and Development (or equivalent) or working towards/willingness to complete	• Membership of the Career Development Institute (CDI)
Experience, Understanding and Knowledge	• Demonstrable experience providing impartial careers advice and guidance to young people aged 11–16 • Experience working within an educational setting or with secondary school students • Familiarity with UK post-16 pathways (A-levels, T-levels, apprenticeships, vocational qualifications, higher education) • Strong understanding of the Gatsby Benchmarks and DfE statutory guidance for careers education • Knowledge of the Careers Strategy for England and Ofsted expectations • Excellent communication and interpersonal skills to engage with students, parents, and staff • Ability to deliver one-to-one guidance sessions and group workshops • Competent in using careers-related software (e.g., Unifrog, Kudos, Careersoft) and digital platforms • Strong organisational and time-management skills	• Experience in liaising with employers, apprenticeship providers, and external agencies • Knowledge of SEND and strategies for supporting students with additional needs • Ability to contribute to whole-school careers strategy and development
Personal Qualities	• Empathetic and approachable, with the ability to build trust and rapport • Motivated and proactive in supporting students' aspirations • Commitment to safeguarding and promoting the welfare of children and young people (knowledge of Keeping Children Safe in Education guidance) • Good communication and able to build relationships easily • Able to work to deadlines	

Cirencester Kingshill School
Employee Benefits

Cirencester Kingshill School is proud to offer a wide range of benefits for our employees, which includes:

- Attractive salary and pension schemes – Teachers Pension Scheme (Teaching Staff) or the Local Government Pension Scheme (Professional Support Staff)
- Family friendly polices
- A range of statutory benefits including sick pay, maternity, paternity, shared parental and adoption leave
- Access to an employee assistance programme for all staff that offers services, including wellbeing, self-referral counselling, information on stress, weight management, smoking cessation
- Access to Occupational Health services
- New staff induction and support programmes
- Continuous service in other state funded schools will be honoured in relation to sick pay, holiday entitlement, pension rights
- Access to or provision of IT equipment (role specific)
- Cycle to work scheme
- Long service awards
- Access to CLPD and INSET, personalised for individuals through the schools' Appraisal procedures, including access to role specific academic study and professional qualifications
- Onsite parking facilities and cycle storage
- Staff social, sporting and wellbeing activities throughout the year
- The dining room is open for staff to use at break and lunch times
- Staff room with facilities, including tea and coffee
- There is an optional staff social fund
- 10% discount on Adult Education at Cirencester College: About Adult Education – Cirencester College