



Job Description

Post: Careers and General Administration Assistant

Grade: Grade E, SCP 9-15

Reporting to: Careers Leader (Assistant Headteacher) / Operations Manager

Job purpose:

To support the careers leader and collaborate with the careers advisor to ensure all students have contemporary and accurate information to allow them to make informed decisions about their Post-16 pathway.

To assist the head teacher by acting as an Educational visits co-ordinator, ensuring experiences outside the classroom are accurately recorded and approved using the Blackburn with Darwen Evolve website.

Careers administrator

- Organise post-16 applications for students in year 11, ensuring they are completed in a timely fashion.
- Liaison with post-16 providers to ensure they have access to students to deliver key information for their next steps e.g. through assemblies, career related activities and experiences in school, external visits and online delivery.
- Liaise with the Local Authority and New Directions and collate destination data annually to reduce / eliminate the number of students not in education, employment or training (NEET).
- Organise alternative provision placements with Post 16 providers for students not engaged in education.
- Liaise with external agencies to secure funding for work experience placements (LEBP).
- Organise and monitor work experience placements for vulnerable students or those at risk of becoming NEET.
- Input and maintain data of student experiences of Careers Education, Information, Advice and Guidance, using Compass+ tracking.
- Liaise with external providers and companies to plan, organise and deliver careers related experiences, related to the current job market trends, under the supervision of the Careers Leader.
- Undertake general office administration duties including answering the telephone on an ad hoc basis, under the direction of the Operations Manager and with liaison with the Careers leader.

Off-site education

- Act as an Educational Visits Co-ordinator for the school.
- Maintain records of trips and events using the Blackburn with Darwen Evolve website as a tool to monitor trips and events.
- Support school staff in completing Evolve online documentation for external visits / experiences.

Mini Bus

- You will be required to undertake MIDAS training so that you can drive the mini bus on occasions.
- Upkeep of the Mini Bus; Arranging MOT, repairs etc, as and when needed.

These duties and responsibilities should not be regarded as neither exclusive nor exhaustive as the post holder may be required to undertake other reasonably determined duties and responsibilities, commensurate with the grading of the post, without changing the general character of the post.