Careers Progression & Work Experience Co-Ordinator

Scale 4/5 (depending on experience)
£19,474 - £21,025 Actual term time salary

30 hours per week 8.30am – 3.30pm
Term Time + 2 days in summer holidays

Are you passionate about providing careers opportunities and education for young people? Davenant Foundation School is seeking a proactive and dedicated Careers Progression & Work Experience Co–Ordinator to join our hard-working and forward-thinking Careers team.

About the Role:
As Careers Progression & Work Experience Co-ordinator, you will support the Careers Leader and work alongside the Careers Advisor in supporting and contributing to the delivery of the whole school Careers programme and achievement of the Gatsby Benchmarks. You will play a vital role in providing enriching careers opportunities in our thriving secondary school, set in a vibrant community with 1,200 pupils.

We are looking for someone who:

- Has strong communication and interpersonal skills, with a diplomatic and confidential approach.
- Is highly organised, efficient, and able to work well in a team.
- Demonstrates a proactive approach to problem-solving and operational success.
- Is committed to ongoing professional development and continuous improvement.
- Shares our commitment to the school's ethos and values, showing respect for young people and all members of our community.
- Is able to manage changing priorities, work under pressure, and meet deadlines.

Further details of the post and the school along with application forms are available from the school website: www.davenantschool.co.uk. Letters of application, along with an application form, should be submitted to the human resources team via recruitment@davenant.org by the closing date Monday 7th December 2026.

Davenant Foundation School is committed to creating a diverse workforce. We'll consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

Davenant Foundation School is committed to safeguarding and promoting the welfare of children. All appointments will be subject to satisfactory completion of safeguarding checks.