

Job Summary and Person Specification



Job Title: Careers Education, Information, Advice & Guidance (CEIAG) Administrator
Grade: Grade C
Accountable to: SLT

Job Purpose – Careers Education, Information, Advice & Guidance (CEIAG) Co-ordinator

- To ensure Cams Hill School is adhering to the statutory guidance for careers guidance, access for education and training providers and working towards meeting all eight Gatsby benchmarks.

Key accountabilities (and specific duties / responsibilities):

- To maintain robust relationships with Universities, FE Colleges, vocational institutions, business community and local employment agencies to identify opportunities in the job market, work experience, apprenticeships and internships.
- To maintain appropriate records and to provide relevant accurate and up to date information on pupil and student intervention and intentions.
- To support and track progress of a list of students identified as at risk of becoming NEET.
- To track pupil progress and use information to ascertain student destinations and report this to the school and Local Authority as required.
- To ensure a comprehensive programme of pre-employment advice and training is available for our students so they are job ready upon leaving KS4.
- To populate and maintain the careers element of the Cams Hill School website, social media and update stakeholders regularly through the Weekly Message.
- To facilitate wide ranging opportunities and work-related experiences.
- To update Compass+ regularly

Careers

- To implement a high-quality programme careers education, information and guidance, where appropriate in partnership with external agencies.
- To liaise with staff in order to organise careers interviews for students who follow alternative education routes.
- To be Cams Hill School's CEIAG representative working with recognised outside agencies.
- To ensure appropriate, up to date resources are available for students.
- To organise and aid with the delivery of annual events such as mock interviews, Next Steps Evening, Work Experience etc. liaising with FE/HE providers, local businesses and employers.

Monitoring

- To monitor the delivery of CEIAG, preparing reports as required.
- To update Compass+ with interventions completed by the pupils.

Working with Staff

The post holder will promote positive and professional working relationships between all staff within Cams Hill School. They will also be expected to:

- Support the implementation of the Cams Hill School Performance Management policy.
- Follow the quality assurance processes.
- Promote an inclusive environment and support the development of strategies to improve attendance.

Health and Safety

- Cooperate with the employer on all issues to do with Health, Safety and Welfare.
- Be aware of and comply with policies and procedures relating to safeguarding, child protection, the PREVENT duty, inclusion, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

Performance Management and Continuing Professional Development

- Undertake any necessary professional development as identified by the Line Manager in order to develop skills for the post.
- Improvement Plan, taking full advantage of any relevant training and development available.
- Be accountable for own performance management, setting challenging objectives/targets in line with academy priorities.
- Maintain up-to-date role specific knowledge.

Other

- To participate in break and lunch duties where required.

The job description will be reviewed when appropriate and may be subject to amendment or modification at any time after consultation with the postholder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of Cams Hill School in relation to the postholder's professional responsibilities and duties

General

- Be aware of and comply with policies and procedures relating to child protection, safety and security and confidentiality, reporting all concerns to an appropriate person.
- Contribute to and promote the overall ethos/work/aims of the school.
- Ensure that information of a confidential nature gained in the course of duty is not divulged.
- Ensure the security of the school and those within it is maintained at all times.
- Adhere to all Cams Hill School policies and procedures within the defined timescales.
- Understand and support the implementation of Cams Hill School's Health and Safety Policy and Emergency and Fire procedures, promoting safe working practice in the school.

Person Specification

Essential Qualifications	<ul style="list-style-type: none">• 5 or more GCSEs (including English and Maths) at grade C or higher. Or the equivalent.• Evidence of further study and CPD
Essential Knowledge, Skills and Experience	<ul style="list-style-type: none">• Excellent IT skills• Proficient in Word and Excel• Ability to work on own initiative• Good communication and organisational skills• Friendly, confident and well presented• Communicate effectively with students, parents and other colleagues at all levels verbally and in writing.• Professional telephone manner• To be proficient in working to strict deadlines and challenging timeframes.• Genuine interest in working within a school environment.• Experience with MS Office and databases
Desirable Knowledge, Skills or experience	<ul style="list-style-type: none">• Experience in careers advice or another area relevant to the role.• Experience of working collaboratively with stakeholders at all levels.• Experience of working with children and young people.

Additional Information

Cams Hill School is committed to safeguarding young people and expects all employees, workers and volunteers to share this commitment. We will ensure all our recruitment and selection practices reflect this commitment.

This post is subject to an Enhanced Criminal Records check. As with all posts, the successful applicant will be required to provide proof of their right to work in the UK and, if they have lived abroad, overseas police clearance will need to be sought.

This document is a guide to the current role and person requirements of this post. Reasonable changes may be made to the specific requirements of the job from time to time following consultation with the postholder.