



Exmouth
Community
College
Academy Trust

Job Pack

Careers Administrator

Fixed term

NJC Grade C (SCP 4 to 6)

Closing Date: 30 August 2024 at 10.00am

Interview Date: w/c 2 or 9 September 2024

Exmouth Community College, Gipsy Lane, Exmouth, Devon. EX8 3AF

www.exmouthcollege.devon.sch.uk

Headteacher: Tom W. Inman BSc, PGCE, NPQH, MTeach

Job Description

Title:	Careers Administrator
Contract Type:	Fixed-Term
Start Date:	September 2024
Expected End Date:	31 August 2025
Grade:	NJC Grade C (SCP 4 to 6)
Salary:	£8,861 – actual starting salary per annum Annual progression to top of the Grade C (£23,893 actual salary per annum)
Hours:	17 hours per week x 38 weeks of the year (term time only) Days to be agreed with successful candidate (includes a daily 30-minute unpaid break)
Reporting to:	Head of Careers
Responsibility for:	No line management responsibilities

Purpose of the Job

To provide administrative support to the careers faculty, including liaising with internal and external contacts, helping to find and secure work placements, administering a range of careers-based activities available to students at ECC; and maintaining detailed administrative records.

Key Responsibilities

- To help to secure suitable and relevant work placements
- To oversee the administrative processes linked to work experience, ensuring work placements are suitable via suitable careers software (training will be given)
- To track placements and provide up to date information to college staff
- To be the first point of contact for employers and parents with queries or concerns regarding work placements
- Networking with external agencies to promote engagement in college activities
- To administer organisation and administration of careers events
- Liaise with parents over consent for activities
- To work with the Future Smart Careers advisers and tutors to schedule appointments with students across all key stages.
- To distribute appointment lists to tutors
- To book venues for appointments
- To follow up and rearrange missed appointments
- To assist the Head of Careers in production of material and resources for Careers education across the College, including material for the Careers area of the College website.
- To support pastoral teams with information, advice and guidance where required.
- To collaborate with staff to enable clear and effective careers communications to students, parents, staff and employers.

- Liaise with Heads of Faculty to promote opportunities and gather information on current activities
- Use Compass+ to record all activities
- Any other relevant duties commensurate with the grading of the post.

Working Conditions

- Normal office environment / outdoors – exposure to weather conditions

Physical Demands

- Sedentary – Involves sitting for most of the time but may involve walking, standing and exerting minimal force/lifting light weights occasionally for brief periods of time.

Additional Criteria

We have an expectation that all staff employed at Exmouth Community College will:

- Commit to the safeguarding and welfare of all students
- Understand and recognise the principles of equality and diversity
- Commit to regular and on-going professional development and high standards
- Demonstrate and promote good practice in line with the ethos of the College

Person Specification

Attributes will be assessed via the application, certificate, interview, assessment, observation and references

Attributes	Essential	Desirable
Qualifications		
5 GCSE's including English and Maths at Grade C or above (or equivalent evidence of a consistent pattern of learning from education, training and experience)	✓	
ICT/Typing qualification		✓
Experience		
At least two years' experience of working in an office environment	✓	
Working within an education setting		✓
Skills and Knowledge		
Good level of ICT skills, particularly in the use of MS Office products	✓	
Good numeracy/literacy skills	✓	
Excellent written and oral communication skills with internal and external people at all levels	✓	
Capacity to take responsibility and show initiative	✓	
Ability to prioritise workload and work to deadlines	✓	
Good organisational skills and accuracy	✓	
Good team working skills	✓	
Ability to deal with enquiries in a professional and sensitive manner	✓	
Awareness of data protection and confidentiality	✓	
Use of SIMs (training will be provided)		✓
Knowledge of work placement requirements (training will be provided)		✓
Personal Qualities		
Adaptable, flexible and creative	✓	
Enthusiastic	✓	
Physical ability to carry out the duties of the post with reasonable adjustment where necessary	✓	
Commitment to regular and on-going professional development	✓	
Ability to relate well to children, young people and adults	✓	
Understanding and recognition of the principles of equality and diversity	✓	
Commitment to the safeguarding and welfare of all students	✓	