



Administrator (Student career guidance)

KGA Band 5, Point 6 - 9

Purpose	To provide in-house career advice to students, organise opportunities to enhance their post-16 aspirations
Reporting to	Line Manager / Senior Leadership
Working Time Pattern	37 hours per week/40 weeks per year Actual hours worked will vary to suit the needs of the school. This will incorporate in school hours (including involvement in some lessons and clubs) and some evenings (for open/information evenings)

Specific Areas of Responsibility

Student Support & Careers Guidance:

- Provide in-house career advice to students, helping them understand their post-16 options and pathways.
- Arrange and coordinate career-focused activities such as guest speakers, career assemblies, workshops, and careers events.
- Organise trips, visits, and other experiences aimed at broadening students' aspirations and awareness of career opportunities.
- Facilitate work experience opportunities, liaising with employers and supporting students in securing placements.

Administrative Support:

- Manage the scheduling and coordination of events related to careers and work experience
- Maintain up-to-date records of student career guidance and work experience placements
- Liaise with external partners, agencies, and stakeholders to secure and facilitate career-related opportunities for students.

Whole-school organisation, strategy and development

- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, to support the school's values and vision
- Make a positive contribution to the wider life and ethos of the school

Health, safety and discipline

- Assist with Health & Safety requirements
- Promote the safety and wellbeing of pupils

Professional development

- Take part in the school's appraisal procedures
- Take part in training and development to improve the quality of resourcing/provision
- Where appropriate, take part in the appraisal and professional development of others

Communication

- Communicate effectively with relevant stakeholders
- Develop effective professional relationships with colleagues
- Collaborate and work with colleagues and other relevant professionals within and beyond the school

Personal and professional conduct

- Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside the school
- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
- Understand and act within the statutory frameworks setting out their professional duties and responsibilities

All colleagues will be required to safeguard and promote the welfare of children and young people and follow school policies and the staff code of conduct. Please note, this is illustrative of the general nature and level of responsibility of the work to be undertaken, commensurate with the grade. It is not a comprehensive list of all tasks that the postholder will carry out.

Mobility Clause

You may be required to work some of your contracted hours at other schools within the Trust, subject to the needs of the role.

Flexibility Statement

It is impossible to define clearly the exact nature of any job in a school. Therefore, the purpose of this job description is to outline the main duties that have to be fulfilled. When there is an emergency or in times of difficulty, absence or sickness, it is necessary to take on a variety of tasks and responsibilities regardless of job description under the direction of the Line Manager and School Leadership.

This job description will be reviewed and updated periodically in order to ensure that it relates to the job performed or to incorporate any proposed changes. This procedure will be conducted in consultation with the post holder. In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible the employer reserves the right to make changes to the job description following consultation

Person specification

CRITERIA	QUALITIES
Qualifications and training	GCSEs or equivalent in English and Maths (Grade C/4 or above). Previous experience in a similar role is desirable but not essential. A diploma in Career Guidance and Development is desirable but training will be given to the right candidate.
Skills and knowledge	Strong organisational and communication skills. Previous experience in an administrative or student support role, ideally in a school or educational setting. A genuine interest in supporting young people's career development and aspirations. Knowledge of safeguarding procedures and a commitment to promoting student well-being. Ability to work efficiently in a fast-paced environment and manage multiple tasks simultaneously. Strong IT skills, with proficiency in MS Office or similar software.
Personal qualities	Commitment to upholding and promoting the ethos and values of the school Commitment to always act with integrity, honesty, loyalty and fairness to safeguard the assets, financial integrity and reputation of the school Ability to manage multiple tasks and work under pressure to meet deadlines. Commitment to maintaining confidentiality at all times Commitment to equity

King's Academies are committed to safeguarding children and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment.

King's Academies pursues a policy of equality of opportunity.