Towers School and Sixth Form Centre

**Job Description:** Careers and Work Placement Administrator

**Pay Grade:** Range KR5

**Hours:** 25 hours per week - Term Time only (38 wpa)

**RESPONSIBLE TO**: Careers Lead

**Purpose of the Job**:

Ensure the effective management of the school career activities and work experience programme. Build and maintain relationships with local businesses. Keep up to date records for all student career activities and work placements. Keep up to date with labour market information and Gatsby benchmarks.

**Key Responsibilities**

Work Experience

1. Work with the Head of Year 10 to help organise and manage the work experience week.
2. Work with the 6th Form Team to help organise and manage 6th form work experience.
3. Maintain the database of placements and manage contact with employers to maintain existing and source new placements.
4. Coordinate the preparation of students for going on placements. Vet employers and carry out health and safety checks before student' placement. Complete work-placement documentation and student reviews with the employer to assess progress, set development targets, and track learners' welfare.

Career Administration

1. Unifrog – Manage and maintain Unifrog (Careers Platform) and help to embed across all year groups.
2. Gatsby benchmarks - Maintain a record for all students regarding encounters with employers, employees and work experience. (UniFrog/Arbor – Record all individual student career interactions)
3. Careers Events – Work with the Careers Team to support the organisation of careers events.
4. Reporting – Maintain regular contact with key stakeholders about the career activities happening in school and prepare reports for parents, trustees or internal stakeholders when necessary.
5. Website – Support with the creation of and lead on the regular updating of a Towers Careers website
6. Alumni Network – Engage with and build the school's Alumni network.
7. Help deliver employability skills & lesson based support – Enrichment, work skills, mock interviews and CV writing.
8. Other responsibilities - Contribute to preparing and delivering leadership reports relating to Ofsted, KCC and DFE.

University Engagement

1. Administration of lower school University trips/visits/events

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**Person Specification:** Careers and Work Placement Administrator

The following outlines the criteria for this post.

Applicants should describe in their application how they meet these criteria.

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|  | **CRITERIA** |  |
| **QUALIFICATIONS** | * Educated to level three (A-level or equivalent)
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| **EXPERIENCE** | * Recent comprehensive commercial experience
* An understanding of the current labour market
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| **SKILLS AND ABILITIES** | * Excellent oral and written communication skills
* Enthusiastic, innovative, highly motivated and conscientious
* Genuine commitment to delivering positive outcomes for pupils
* Dedicated to achieving excellence
* Ability to engage with and relate to pupils
* Approachable, open and honest
* Organised, efficient and able to respond to changing priorities
* Ability to work collaboratively and develop positive relationships with internal and external stakeholders
* Ability to liaise and communicate effectively with stakeholders e.g. students, staff, parents, carers and outside agencies
* Ability to action plan, monitor, implement and evaluate effectiveness
* Good level of computer literacy, including Microsoft Excel
* Commitment to CPD
* Ability to work outside of regular working hours, including occasional evenings
* Ability to drive and own car
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| **KNOWLEDGE** | * Knowledge of local labour market, business structures and local companies
* Up-to-date with methods of communicating effectively
* An understanding of the nature of pastoral work
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Our School and its personnel are committed to safeguarding and promoting the welfare of the children. This post is subject to an Enhanced Disclosure Application to the Disclosure and Barring Service.