

Job Description

Post: Work Experience and Careers Administrator

Purpose

To challenge educational and social disadvantage in the north.

Duties and Responsibilities

- Work closely with the senior progress tutor for careers to organise events that enable meaningful encounters for our students with employers and employees.
- Assist the organisation of events that support students' non-university pathways and destinations e.g. careers fair and mock interviews for Year 2.
- Help to develop links with a range of external careers services, apprenticeship providers and employers.
- Work with the progress tutors to support students who want to progress to employment and apprenticeships.
- Organise block work placements (1 week) for priority groups – Triple BTEC Health and Social Care and Sport students.
- Support CLT to ensure that subject areas are making links to careers in their lessons.
- Work with the senior tutor for careers and work experience to ensure that the Gatsby benchmarks are met – complete audit 3 times in the year and track progress using audit tool.
- Be aware of the national picture around careers.
- Keep abreast of changes affecting higher education / employment and maintain an appropriate knowledge skills base by completing relevant training e.g. IOSH Health and Safety for Work Placement Personnel course.
- Schedule appointments for the independent careers advisor.
- Conduct due diligence for all work experience placements for safeguarding and health and safety purposes, including completing paperwork and visits.
- Maintain accurate and systematic records.
- Engage fully in our Trust's professional growth process to fulfil personal potential and be able to participate effectively in the implementation of our college's strategic big moves.
- Attend meetings / training and carry out administrative tasks and duties as specified on the Trust and college calendars.
- Consistently implement all Trust policies; especially in relation to safer recruitment and contribute to decision-making and consultation procedures.
- Report any safeguarding concerns immediately to a Designated Safeguarding Lead.
- Carry out any other reasonable duties as requested by the Principal.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed annually.