

Administrative Assistant (Careers)- Job Description

Salary	Grade D, points 4-6
Location	St. Aidan's CE High School
Contractual basis	24 hours per week, term time only plus two weeks. Permanent, NJC pay and conditions
Responsible to	Careers Leader

Areas of Accountability

- To assist, where relevant, with the monitoring, evaluation and reporting on the effectiveness of the career guidance programme in achieving the DfE Careers guidance and access for education and training providers, Provider Access Legislation, Gatsby Benchmarks, CDI Framework and the Quality in Careers Standard
- To abide by the relevant legislation, codes of professional practice, e.g. the CDI Code of Ethics and school policies.
- To abide by all measures to safeguard young people.
- To reflect on practice and engage in CPD to further develop the skills and knowledge required for professional practice and to keep up to date with developments in the sector, particularly health and safety legislation
- Responsibility for coordinating the St. Aidan's work experience programme, within the wider context of the Careers Department Programme
- Take the lead in the planning of work experience activities in conjunction with the wider Careers team
- Map all activities undertaken to the wider objectives of the Careers Development Plan and Programme
- Liaise with HOY, AHOYs, mentors and other members of the wider pastoral team
- Liaise with Directors of Faculty to raise the profile of work experience
- Liaise with administration and teaching staff as appropriate
- Liaise with the Marketing Manager(s) and other staff to promote work experience
- Attend career events and parent evenings in line with contractual obligations
- Manage diary and workload in conjunction with the school development plan, careers department developments and CEIAG objectives and activities
- Survey student engagement and outcomes to inform future provision.
- Undertake general administration tasks relevant to the role
- Represent St. Aidan's at local CEIAG network meetings with partner schools and relevant organisations to ensure maintenance of best WEX practice

General Administrative Support

- Act as first point of contact for the Careers Department and welcome students, parents, external visitors and colleagues to the Department and deal with initial email enquiries
- Book career activities and appointments and manage the communication to students, staff and parents/carers as required.
- Act as a point of contact for all staff regarding CEIAG activities
- Liaise with administration and teaching staff
- Provide support in the administration of all CEIAG activities e.g., tutorials, mock interviews, talks and events
- Provide administrative support for all off timetable events e.g., Careers evenings
- Coordinate and distribute materials for CEIAG activities including, e.g., newsletters,
- Maintain a database of career interviews and activities. Record all activities on Compass Plus
- Support the collation and reporting of students' destinations
- Liaise with external providers who support the careers programme e.g., employers, further and higher education providers
- Provide administration support to students with post 16 and 18 applications
- General administration duties as required – answering the telephone, responding to email enquiries, photocopying, filing, post, and other clerical duties
- Maintain the careers resource areas and be responsible for displays and Careers notice boards
- To abide by the relevant legislation, codes of professional practice and school policies
- To abide by all measures to safeguard young people
- All other duties as required

This job description forms part of the contract of employment on appointment. It will be subject to review and may be amended at any time after consultation, and with the agreement of the postholder.

[Sept 2024]