



## **Careers Coordinator**

**Grade F/G**

**(Dependent on experience and qualifications)**

**Salary £28,142 - £36,363 FTE**

**37 hours per week, full time**

**Term Time Only plus 2 weeks**

**Start Date: June 2026**

This is an excellent opportunity to join the Newbury Academy Trust, a vibrant and forward-thinking Trust. We are an ambitious, high-performing Trust with one Secondary and two Primary Schools situated in Newbury. We are looking for colleagues who are committed to making a real difference.

In return, we invest in your career. We offer:

- A bespoke and high-quality CPD programme
- A private healthcare package
- Subsidised rates in our on-site gym

We are seeking to appoint a committed and skilled Careers Coordinator to lead and develop our careers education, information, advice and guidance (CEIAG) programme. The successful candidate will ensure high-quality provision that meets statutory requirements and aligns with the Gatsby Benchmarks, supporting students to make informed and ambitious decisions about their future pathways.

Working closely with staff, students, parents and external partners, you will play a key role in improving outcomes and securing positive destinations for all learners. Experience of working in careers education is desirable, along with a Level 6 Diploma in Career Guidance and Development. This is an exciting opportunity to make a meaningful impact within our school community.

We welcome applications from colleagues who:

- Provide high-quality, impartial careers education, information, advice and guidance that supports all learners
- Have high expectations for student outcomes and successful post-16 and post-18 destinations
- Are collaborative, organised team players who work effectively with staff, families and external partners

If you feel that you have the experience for this role, we would like to hear from you. Application is by application form and supporting letter to Dr C Wilson, Executive Headteacher, the former to include the names and addresses of two appropriate referees. Your letter should outline your experience to date and what you could offer our Trust. Applications should be sent via email to [hr@trinity.newburyacademytrust.org](mailto:hr@trinity.newburyacademytrust.org)

Further details can be obtained from the HR Team on 01635 510500, by email to [hr@trinity.newburyacademytrust.org](mailto:hr@trinity.newburyacademytrust.org) or visit our website <https://www.trinitynewbury.org/>

Please note: The Trust reserves the right to interview suitable candidates before the closing date.

The school has a commitment to safeguarding and promoting the welfare of children. This role is not exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020. All shortlisted candidates will be subject to online checks, they will also be asked to complete a criminal records self-disclosure form and successful candidates will be subject to Disclosure and Barring Service (DBS) checks along with other relevant employment checks.

This role has been identified as public facing in accordance with Part 7 of the Immigration Act, and therefore the ability to fulfil all spoken and written aspects of the role with confidence in English will be required

**Closing date:** 29th April 2026

**Interviews:** Soon thereafter

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