

JOB DESCRIPTION

Job Title: Careers Administrator
Reporting to: Careers Coordinator

Grade/Salary Range: Grade C
Hours: 9am – 3pm with additional hours during large careers related events

JOB PURPOSE

- To provide efficient administrative support to the Careers Lead, ensuring smooth coordination of careers events, employer engagement, student tracking, and statutory compliance with the Gatsby Benchmarks and Baker Clause.

MAIN DUTIES AND RESPONSIBILITIES

Careers Programme Administration

- Maintain up-to-date records of careers activities, destinations, and employer interactions
- Support the Careers Coordinator in the planning and delivery of careers fairs, careers interviews, work experience, and employer talks by providing administration support
- Coordinate student sign-ups, consent forms, and logistics for careers-related events and trips
- Assist with the collation of student feedback and impact evaluation for CEIAG activities

Data Management and Compliance

- Track student destinations, support the collation of NEET data for Year 11 and Sixth Form leavers and data for our alumni information
- Maintain accurate records for Compass+ or other careers tracking platforms
- Ensure compliance with the Baker Clause and Gatsby Benchmarks through timely documentation and updates
- Liaise with external providers, colleges, and apprenticeship teams to support student transitions

Communication and Stakeholder Engagement

- Act as a point of contact for students, parents, and employers regarding careers-related queries
- Schedule meetings, employer visits, and careers interviews with external advisors at the request of the Careers Coordinator
- Support the administration of in school careers guidance appointments and follow-up actions
- Liaise with pastoral and SEND teams to ensure inclusive access to careers provision
- Contribute to a positive, aspirational culture around future pathways and employability

PROFESSIONAL VALUES AND PRACTICE

- Have high expectations of all students encouraging them to live our school motto – 'Personal Excellence and Collective Responsibility'.
- Respect students' social, cultural, linguistic, religious and ethnic backgrounds.
- Build and maintain successful relationships with students, treating them consistently, with respect and consideration and to be concerned for their development as learners.
- Demonstrate and promote the same positive values, attitudes and behaviour that are expected from students and as outlined in the NAT Staff Code of Conduct.
- Work collaboratively with colleagues to meet the needs of all students (inc SEND students).
- To play a full role in the life of the school community.
- Carry out all aspects of the role effectively and to seek help, advice or guidance as necessary.

STAFF DEVELOPMENT

To take part in the school's staff development programme by participating in arrangements for further training and professional development.

- To continue personal development in the relevant areas.

- To engage actively in the Performance Management Review process.
- To work as a member of a designated team and to contribute positively to effective working relations within the school.

SCOPE OF JOB (Budgetary/Resource Control, Impact)

- No direct budgetary responsibility.

OTHER SPECIFIC DUTIES

To be responsible for ensuring that the Trust's Safeguarding policy is adhered to, ensuring concerns are raised in accordance with this policy, including logging information on CPOMs.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager or Headteacher to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This role has been identified as public facing in accordance with Part 7 of the Immigration Act, and therefore the ability to fulfil all written and spoken aspects of the role with confidence in English will be required. Conversing at ease with the public including students, answer questions and provide advice, including the use of appropriate specialist terminology relevant to the job role/profession and where necessary for an extended period of time.

This job description is current at the date shown, but following consultation with you, may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title.

Date: July 2026

Safeguarding Statement:

This School is 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. The post holder is responsible for ensuring they adhere to the School's Child Protection Policy and that any concerns are raised in accordance with this policy. All successful candidates will be subject to Disclosure and Barring Service checks along with other relevant pre-employment checks.

PERSON SPECIFICATION



Job Title: Careers Administrator

KEY CRITERIA	ESSENTIAL	DESIRABLE
Qualifications, Training and experience	A qualification in English/literacy and mathematics/numeracy, with a pass at GCSE Grade 4/ C or equivalent.	
Competence Summary (Knowledge, abilities, skills, experience)	- Strong administrative and organisational skills - Excellent communication and interpersonal abilities - Proficient in Microsoft Office and school MIS systems - Ability to manage sensitive information with discretion - Enthusiasm for supporting student aspirations and transitions - Enthusiasm to work with students and maintain positive interactions	- Experience in a school or careers setting - Familiarity with Gatsby Benchmarks and Baker Clause - Knowledge of post-16 and post-18 pathways - Experience with Compass+ or similar platforms - Understanding of CEIAG frameworks and statutory guidance
Work-related Personal Qualities	- Professionally discreet and able to respect confidentiality - Flexible approach to tasks - Self-motivated and willing to work as part of a team - Ability to work to deadlines and methodical approach to work. - Good time management - Ability to work closely with external agencies, parents and staff - Ability to differentiate activities - Displays an awareness, understanding and commitment to the protection and safeguarding of children and young people.	
Other Work Requirements	- Suitability to work with Children - Fluent in spoken and written English to an appropriate level for the role. - Right to work in the UK.	