

March 2018

Dear Applicant

**Re: Careers Manager**

I have pleasure in providing an application pack in respect of the above vacancy. The Weald is a high achieving school judged to be 'outstanding' by Ofsted. Our current Careers provision is a key contributor towards our "outstanding" ethos and we have held the prestigious "Investor in Careers" award for nearly 20 years.

Our current post holder is sadly leaving us shortly for an exciting new opportunity after 9 years in post. We are therefore now looking for a confident, proactive, and highly organised individual with an excellent range of administrative and organisational skills. Ideally we are looking for someone with experience in a similar role and/or who holds careers guidance qualifications. The role is not simply an administrative role. The post holder leads and manages our careers provision with the support of:

- a teaching member of staff who assists with the content of PD lesson resources
- a member of our Senior Team who is line manager

The role demands someone who is equally comfortable: meeting with students and staff; talking with employers and parents; and undertaking organisation and administration.

The current post holder works core hours of 27.5 hours, 5 days a week, term time + inset days. The nature of the role means however that we need someone with the flexibility to work some evenings across the year to lead events such as our Careers Fair and Work Experience launch evening.

**You should include a letter supporting your application in which you should outline the particular experience you have had to date that makes you suitable for this post, using the person specification and job description to guide you.**

We look forward to receiving your application form, which can be sent to Michelle Goodenough (Headteacher's PA) at the school by post, or preferably emailed to [jobs@theweald.org.uk](mailto:jobs@theweald.org.uk). The closing date for applications is 10am on 21 March 2018 and Interviews will be held shortly afterwards.

As we are likely to receive a high number of applications, we will only be contacting those candidates being called for interview.

Yours sincerely

Mrs Jayne Durham  
**Business Manager**