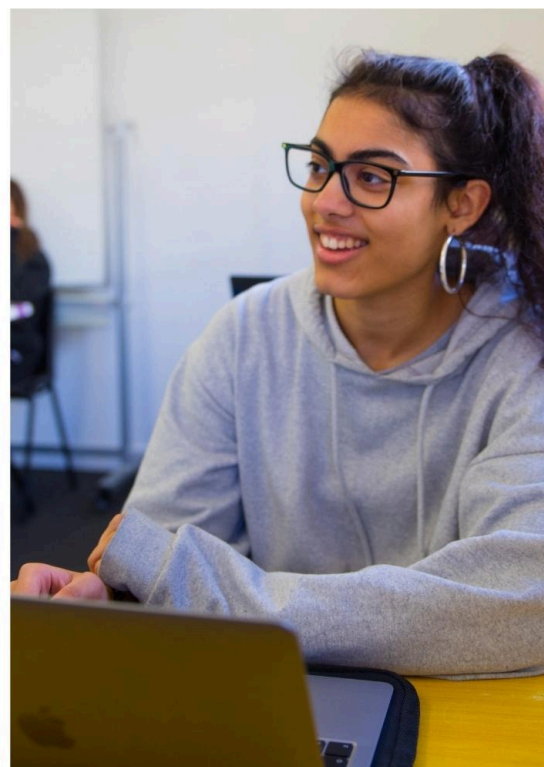




CHANNING

**Careers and Higher Education Coordinator
(part time)**

From December 2024



Careers and Higher Education Coordinator

The Position

We are seeking a highly organised person to support the work of the Careers Department. A job description and person specification may be found below. This role requires an efficient and effective administrator who will also be responsible for managing events and the school's work experience programme. It is anticipated that the role will be 3-4 days a week (days and timings to be agreed with the successful applicant). This post is a part-time, term time only for 35 weeks of the year. Hours are likely to be between 8.30am and 4.30pm, exact hours to be agreed with the postholder.

All staff are expected to share the responsibility for safeguarding the welfare of the pupils, in accordance with the School's Safeguarding and Child Protection Policy.

Salary & Benefits

- Competitive salary between £32,000 (pro-rata) per annum, dependent on qualifications and experience
- The School will enrol you from the first day of your employment in a non-contributory pension scheme with the School contributing the equivalent of 10% of your salary on a monthly basis
- A free lunch is provided every day in the Staff Coffee Room
- Use of School sports facilities when available
- Annual Flu Vaccination
- Employee Assistance Programme provided by Education Support
- Training and development opportunities available

Applications

Applications are to be made via TES.com. A CV will not be accepted in place of the completed application form. Incomplete application forms will be returned to the applicant where the deadline for completed application forms has not passed. If you have difficulties submitting your application form please email recruitment@channing.co.uk.

Closing date for applications: 15 November

Interviews: Late November

Job start date: December 2024

Channing School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. To assist in this, the school follows a formal recruitment procedure for the employment of all staff which adheres to the recommendations of the Department for Education (DfE) in "Safeguarding Children and Safer Recruitment in Education" and the school's Child Protection Policy. A copy of this procedure is available on request.

Subject to statutory provisions, no applicant will be treated less favourably than another on the grounds of a protected characteristic. Ability to perform the job will be the primary consideration.

Job Description and Person Specification

Position: Careers and Higher Education Coordinator

Purpose: To provide effective support to the Careers Department, including to be responsible for managing events and the work experience programme.

Main responsibilities:

1. To provide general administrative support to the Careers and HE Department

- To support delivery of the school's HE and Careers provision, communicating effectively with external organisations, staff, pupils and parents
- To manage the calendar to ensure stakeholders receive prompt and appropriate responses
- To support the Head of Careers and HE in arranging visits and meetings
- Preparing and maintaining resources
- Managing the Careers and HE email mailbox to ensure stakeholders receive prompt and appropriate responses
- Preparing and maintaining resources, including posters, online information, the termly *Opportunities* flyer, display boards, presentations and the careers library (including the careers video library)
- Administering Morrisby tests for Year 9, Year 11 and Year 12 and Morrisby interviews for Year 12
- Managing Indigo, Unifrog (or similar) database system, keeping data up to date and compliant with regulations
- Compiling and maintaining all records in relation to the school's careers and HE provision, including lists of speakers/offers of support from the Channing community and managing feedback on the careers provision.

2. To organise, manage and participate in events for HE and Careers

- To liaise with speakers, parents, professionals, providers as necessary
- To liaise with staff including teachers, facilities, resources, reception, catering, sound, IT, obtaining approvals and booking space as necessary
- To manage sign-up to events
- To compile and maintain all records in relation to the school's HE and Partnership provisions
- To prepare guest badges, gifts and thank you notes for speakers, meeting and greeting them
- To organise meetings and the calendar/diary entries for events
- To participate in such events, including outside standard working hours (usually up to twice per term,)

3. To support the HE application Process

- To help with managing the school's HE applications
- To support the submission of UCAS documentation

4. To coordinate the school's work experience programme

- Liaising with host organisations
- Managing offers of work experience from host organisations

- Managing pupil requests for work experience, ensuring girls have prepared their CVs and providing feedback on them
- Liaising with parents, pupils and hosts regarding work experience.

5. To organise and attend trips to workplaces

- To administer and manage pupil sign-up and parental consent forms
- To create and manage tag lists in SchoolBase or other as necessary
- Completing trip approval forms and risk assessments, preparing trip information sheets, medical supplies and school telephones, organising catering, planning routes
- Attending trips as a staff member accompanying students.

6. To support the marketing of HE/Partnerships in communications

- To identify potential marketing opportunities and raise these with the Head of Careers and HE and the Marketing Department
- To help social media posts, input to Word From the Head, The School Magazine and other communications about HE and careers.

Other: Such other responsibilities as the Head of Careers may reasonably require.
To undertake training as required for the role.

Person Specification - Careers and HE Coordinator

Knowledge and Experience

Previous experience of working in a school	Desirable
Competent user of office software (the school uses Google Suite for Education)	Essential
Understanding of the importance of promoting and safeguarding the welfare of children and young people	Essential
Experience of working in a busy and sometimes pressured administrative environment	Essential
Proven ability to work to strict deadlines	Essential

Qualifications

Educated to A-Level or equivalent	Essential
Education to degree level or equivalent	Desirable

Skills

Excellent organisational and administrative skills	Essential
--	-----------

Good interpersonal skills	Essential
Ability to communicate effectively with parents, students, colleagues and external personnel both verbally and in writing	Essential
The confidence and ability to work independently	Essential
Willingness to learn how to use new software and IT systems	Essential
Ability to remain calm, patient and polite	Essential

Attributes and approach

Excellent attention to detail, ability to manage multiple projects and work methodically.	Essential
A professional and approachable manner, with good spoken English	Essential
A flexible, 'can-do' approach	Essential
A good sense of humour and positive outlook	Essential
Self-motivated with the ability to take the initiative	Essential

Information about the post for candidates

The School

Awarded 'Excellent' in all areas inspected by ISI in 2022, Channing School is summed up by its vision, 'Girls Enjoying Success'.

Girls at Channing enjoy academic success from a tailored educational programme that encourages confidence, independent thinking and provides girls with life skills to take on the next stage of their education as thoughtful, responsive, socially aware adults, prepared for the challenges of the world today.



Founded in 1885 by Unitarian sisters Emily and Matilda Sharpe, supported by Reverend Robert Spears, Channing School, named after notable American Unitarian William Ellery Channing, has been known as a successful, happy community. Remaining true to our Unitarian foundation, the School is an inclusive community that values the individual skills, spiritual beliefs, achievements and contribution of all members of the school community.

Academic achievement

Academic results are excellent. Virtually all our sixth formers go on to University, or to Art College, some after a gap year. Girls also excel in a very wide range of co-curricular and extra curricular activities, and especially in Music, Drama, Sport and Art.

Community spirit

The Head and members of staff know every girl personally and as an individual. We have a strong family tradition and an enthusiastic and supportive parents' association. The atmosphere is calm, focussed and purposeful. We set high standards emphasising concern and respect for the needs of others. A major feature of the school is the huge diversity of the extra curricular activities on offer to pupils and it is expected that all staff will contribute to this side of the life of the school. Opportunities exist for involvement in cultural, dramatic, sporting and intellectual pursuits and we like staff to assist in areas where they have a genuine interest and enthusiasm.

Exceptional setting

The school is in an attractive part of Highgate, with convenient transport links by road and underground. Visitors are often surprised at how light, green and open our site is. We have preserved the character of the older buildings, but completely refurbished and redesigned them to provide bright and spacious teaching rooms. Our ambitious £13m building programme, completed in 2017, has provided us with excellent dining facilities, a Music School, a new Sixth Form Centre, Sports Hall with fitness suite and a state-of-the-art Performing Arts Centre.