

# THE HOLT SCHOOL

Holt Lane

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[www.holt.school.co.uk](http://www.holt.school.co.uk)

## **Careers Assistant** **30 hours per week, term time only**

**Salary: Grade 4 SCP 7-11: £24,294-£25,979FTE per annum**  
**Actual salary £16,436-£17,576 per annum**

**Start Date: ASAP**

The Holt is a popular and oversubscribed 11-16 girls and 16-18 co-ed comprehensive school, which converted to academy status in July 2011. The school was judged 'outstanding' by Ofsted in March 2023; there are 1459 students on roll (262 in the Sixth Form).

We are looking for a careers assistant to help support the careers lead in leading and delivering advice, information and guidance across all key stages, help organise and promote careers events and co-ordinate/support work experience placements.

Please see job description for further information.

The post would suit someone who is flexible and with good IT and organisational skills and able to use their initiative.

Application forms and further information are available to download from the school [website](#). Please note that CVs will not be accepted.

If you would like to discuss this post, please contact Sharon Hart, Careers Lead.

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All posts are subject to an enhanced Disclosure and Barring Service Check.

**Closing date: 9am, Friday 27<sup>th</sup> September 2024**

# THE HOLT SCHOOL JOB DESCRIPTION



<b>Job Title:</b> Careers assistant	<b>Name:</b>
<b>Reports to:</b> Careers lead	<b>Reviewed:</b> September 2024
<b>Grade/Pay Scale:</b> Grade 4	<b>Hours of work/FTE</b> 30 hours per week
<b>Employment Status</b> Permanent	

**To be line managed by: Careers lead**

1. Help maintain and run the careers library including the promotion of careers events e.g. lunchtime careers talks, work experience opportunities
2. Work with departments to ensure that careers education forms an effective part of the subject curricula
3. Help co-ordinate a programme of a minimum of 12 careers talks per year by outside speakers
4. Help co-ordinate / support work experience placements for students in Year 10, Year 12 and AP students in KS4.
5. To help plan and attend biennial careers fair if required.
6. To liaise with parents of Year 9 – 13 students

*This job description is not intended to be a comprehensive definition of the post and will additionally include any task which the Headteacher may reasonably require the post holder to complete as part of the role. It will be reviewed annually and may be subject to modification or amendment after consultation*

Signed: ..... Date: .....  
Post Holder

Signed: ..... Date: .....  
Co-Headteacher

<b>Person Specification: Careers Lead</b>	<b>Essential</b>	<b>Desirable</b>
<b>Education</b>		
Professional Experience in a suitable role		✓
5 GCSEs or equivalent (Grade C or above in Mathematics and English)	✓	
Relevant CDI or NVQ qualification		✓
Excellent IT skills - extensive knowledge of Word, Excel and Outlook	✓	

<b>Skills</b>		
Creativity – identify and solve problems	✓	
Efficient administrator – to know when to take the initiative		✓
Flexible and adaptable – be able to think on your feet	✓	
Good communication skills – orally and written	✓	

<b>Personal Qualities:</b>		
Discrete and confidential	✓	
Excellent relationships with students and colleagues	✓	

<b>Committed to:</b>		
Promoting and safeguarding the welfare of students	✓	
Inclusion and a positive “can do” approach	✓	
Flexible working practice, willing to go the “extra mile”	✓	
CPSD (continuing professional self-development)		✓