



Post Title:	Careers Coordinator
Department:	Associate
Salary:	BEX6.1 – BEX6.4 Term time (including Academy Days) and *INSET days 3 days per week 8am-4pm Tuesday-Thursday (*flexible to include all INSET Days)
Responsible to:	Director of Careers and Progression
Functional links with:	All staff
Main Purpose of the role	The Careers Coordinator will support the Director of Careers and Progression in the successful administration and development of the school's careers programme. The post-holder will undertake a range of duties and assist with other tasks as they arise, demonstrating initiative, problem-solving skills, and a high degree of tact and discretion.
Townley Grammar School is a leading grammar school committed to academic excellence within an ethos of strong pastoral care and a vibrant co-curriculum. We pride ourselves on providing staff with a multitude of national and international partnerships and professional development opportunities in a supportive and positive school environment. Working at Townley is a rewarding and enriching experience. Our large team of long-standing expert and specialist staff is welcoming and friendly. Our holistic approach to education nurtures every student, enabling them to develop their potential, form friendships, and prepare for university and future careers.	

Key Responsibilities:

Support the Director of Careers and Progression in:

Managing the careers education, information, and guidance provision across the school in line with the Career Policy, Careers Programme and the Careers Strategic Implementation Plan.

Enriching and broadening the learning experiences and aspirations of students across the school through the development of opportunities in the form of events, external speakers, and Careers Guidance.

Growing and maintaining the school's partnerships with university, business and public sector organisations and the school's alumni network.

Leading on the Post 14, Post 16 and Post-18 transition processes through the successful implementation and management of the Unifrog and UCAS alongside the relevant Pastoral and Academic Teams.

Administration

Assist the Director of Careers and Progression with general administration of the careers programme

In particular, the Careers Coordinator will:

- Effectively manage all career-related data and records including, guidance meetings, destinations data and work experience
- Manage the Careers email inbox, distributing incoming emails effectively
- Promote relevant opportunities to year groups and Subject staff through a range of mediums to advertise pathways including FE, Oxbridge, Medicine, Gap Years, Employment, apprenticeships.
- Support the development of contacts with universities and other FE/HE providers, Education, Employers, Business Partnerships and other schools
- Support the development of the Alumni network and how they can support current students
- Provide administrative support for the organisation of school wide events such as careers fairs, Oxbridge evening, post-18 events, including liaising with students and parents, preparing registers, etc.
- Assist the Director of Careers and Progression with written communication to all involved with the school's careers provision, such as Townley staff, employers, alumni, further and higher education providers
- Support the administration of the UCAS process, liaising regularly with the Sixth Form Team
- Regularly review the Unifrog Platform usage to maximize the pupil, parent & staff experience
- Maintain the up-to-date provision of careers-related resources for use by pupils and staff
- As and when required to, receive and welcome all visitors, parents, and guests.
- In conjunction with the line manager, take responsibility for personal professional development, undertake any necessary professional development including up to date technical knowledge taking full advantage of any relevant training and development available.

Candidate Profile Experience & Skills

Essential:

- A driven "people person" with strong interpersonal skills.
- The ability to work as part of a team and independently.
- A self-starter who can manage their own workload and demonstrate initiative.

Desirable:

- Excellent IT skills, including proficiency in Microsoft Office, Google office.
- Outstanding verbal and written communication skills.
- The ability to work under pressure, prioritise tasks, and manage time effectively to meet deadlines.
- A good understanding of how teamwork contributes to a harmonious and purposeful school environment.

Statutory Duties & Safeguarding

- **Safeguarding:** Townley Grammar School is committed to safeguarding and promoting the welfare of children. The successful applicant will be subject to an enhanced DBS check and must share this commitment.
 - **Confidentiality:** A strict code of confidentiality must be adhered to at all times. The post-holder must have an up-to-date knowledge of the Data Protection Act and ensure compliance.
 - **Health & Safety:** The post-holder is responsible for their own health and safety and must cooperate with the school's health and safety procedures.
 - **Equal Opportunities:** The post-holder must understand and abide by the school's Equal Opportunities and Dignity at Work policies.
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General

This job description is intended to provide guidance on the range of duties associated with the post. It is not a comprehensive list of tasks and may be subject to modification after consultation with the post-holder.

Signed: _____ Print Name: _____

Dated: _____