



**REDBORNE SCHOOL AND COMMUNITY COLLEGE
JOB DESCRIPTION**

JOB TITLE:	Careers Administration Assistant
HOURS:	20 hours per week Term Time Only plus 5 training days
RESPONSIBLE TO:	Dan McGuigan – Assistant Head Teacher
LINE MANAGER:	Careers Leader
JOB PURPOSE:	To offer administrative support

MAIN DUTIES AND RESPONSIBILITIES

1. Booking appointments and collation of supporting contextual information
2. Using the SIMS system to record appointments and related documentation
3. Management of waiting lists for careers appointments
4. Distribution of careers action plans to school colleagues as agreed
5. Support to the Careers Leader in communications with employers, apprenticeship providers and educational institutions.
6. Liaison with internal staff to support the careers curriculum and evidential requirements
7. To undertake event marketing to students, parents and staff as directed
8. Communications with staff, students and parents regarding external shows and opportunities
9. Updating the careers section of the website as directed
10. Supporting internal careers events to ensure their smooth running, including event administration
11. Collation of event feedback and attendance information
12. Distribution of vacancy information to students
13. Updating/creating careers displays around the school
14. Liaising with students, parents and employers to organise work experience opportunities
15. Maintaining work experience paperwork
16. Supporting students to complete any necessary post-work experience paperwork
17. Using the Tracker and Unifrog systems as required to support the careers programme and evidential requirements

OTHER DUTIES AND RESPONSIBILITIES:

1. Redborne is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
2. To maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential and sensitive information.
3. To undertake any other duties of a similar level and responsibility as may be required.