Role Profile			
Role	University and Careers Administrator	**School**	Oryx International School
Line Management		**Reporting To**	University and Careers Lead
Internal and External Interactions		**Hours**	40 hours per week

Role & Purpose

To support the efficient and effective operation of the University & Careers Department under the direction of the Head of University and Careers. This role ensures that all application processes, events, records, and communications run smoothly. The Administrator supports students with routine queries, maintains databases, documentation, and helps coordinate activities related to university admissions, career events, and work-based learning in line with Gatsby Benchmarks.

i) Key Accountabilities and Roles

General Administration

- Carry out administrative tasks including photocopying, responding to emails, and answering phone calls
- Create and maintain a database of careers speakers, alumni, careers opportunities, and work experience providers
- Advertise university and careers opportunities promptly to relevant students and departments
- Work with departments to maintain and update careers displays
- Ensure strong communication with students and other stakeholders
- Regularly contribute to social media and school newsletters
- Review and provide information to update the school website with careers-related content
- Support administration of the annual student careers survey
- Oversee use of Unifrog to record individual pupil progress
- Ensure all careers activities are recorded and produce reports on levels of student engagement
- Assist the Lead for University and Careers with seeking, promoting & overseeing work experience placements
- Support with the end of year documentation and leavers' destination reports
- Provide preparatory assistance in preparing and reviewing CVs and transcripts
- Provide support in seeking sponsorship and gift items for events

Event Support and Coordination

- Assist with the production of the annual careers calendar including career fairs, university presentations, scholarship talks, student leadership events and parent information evenings.
- Support coordination of careers visits to meet Gatsby Benchmarks,
- Support Career and student leadership event administration including:
  - arranging staffing and guest speakers
  - liaising with departments for application information
  - booking and preparing rooms
  - prepare event materials
  -record attendance
  - advertising events
  - managing student sign-ups
  - meeting guest requirement

- providing hospitality
- ensuring photographs are taken
- conducting post-event surveys
- following up with speakers
- recording events in databases
- publicising and celebrating events via social media and newsletters

ii) General Activities and Requirements

Standards and Quality Assurance

- Promote the school values, vision and objectives in the school development plan
- Participate in training and professional development as required
- Ensure compliance with Safeguarding, Health & Safety, and school policies
- Undertake additional duties appropriate to the grade and role as required

iii) Line Manager's signature

Signature: _____ **Date:** _____

Job Description Acceptance Acknowledgement

I have received a copy of this job description that pertaining to my position.

Position: _____

Revision Date: _____

I have reviewed this job description, understood my duties and my role, and accept that this may change based on the school's operational needs. Any questions about additional duties should be discussed with my line manager or HR.

Employee signature: _____ Date: _____

(Sign over printed name)