

## JOB TITLE: College Adviser

### ROLE OVERVIEW

**Job Title:** College Adviser

**Grade:** EC5 (£27,656 - £29,302, Plus potential 20% performance bonus)

**Hours:** 37 per week Monday- Friday (Must be flexible to work some evenings)

**Contract:** Full-time, Maternity cover

**Department:** Advice, Admissions & Learning Centres

**Responsible to:** Advice & Recruitment Manager

### KEY ROLE OBJECTIVES

To be responsible for the recruitment of school leavers to the wide range of provision at Exeter College through high-quality, impartial information, advice and guidance that supports students to make the right choice for them and is in line with student recruitment strategies.

### MAIN RESPONSIBILITIES:

1. Enthusiastically deliver accurate information, advice and guidance to prospective students, parents and decision makers using appropriate methods including print, face to face and digital to ensure that they are aware of all opportunities available at the college.
2. Support students' knowledge of career pathways, and further education opportunities throughout their secondary school years to ensure that they are engaged with the college and assist them in making informed choices on their next steps by being the experts in curriculum changes e.g., T levels & Vocational course changes.
3. To develop and innovate new school engagement activities, responding to any restrictions-imposed e.g., demographics, school access and competitor challenges in full time and apprenticeship recruitment.
4. Proactively engage in communications with departments and faculties to ensure continuity of information. Seek regular updates on new provision and curriculum changes, maintaining positive relationships across college.
5. Respond to changes in curriculum offer supporting student recruitment strategies and new external initiatives to ensure effective recruitment.

### STAKEHOLDER RELATIONSHIPS

1. To develop effective communication links with staff within the schools: Careers Coordinators, Transition Mentors, Heads of Years and Senior Leaders.
2. Share key information with Schools in line with GDPR and data sharing agreements.
3. Arrange suitable opportunities for stakeholders to update their knowledge on the Exeter College offer through a variety of events and workshops.



4. Negotiate with secondary schools to identify and deliver appropriate IAG services. Use a variety of appropriate methods such as face to face, print and digital, balancing the needs and priorities of the school and the college offer.
5. Keep up to date with school and local community activity and events to proactively seek out opportunities to promote the college offer.
6. Gather and analyse feedback from schools, students, and prospective parents to improve the service we provide and ensure that all communications meet the needs of our customers.
7. Keep up to date with relevant news, events, and activity through associated organisations such as local Careers Hubs, STEM and CDI.
8. Work in partnership with all appropriate agencies to improve the profile and reach of Exeter College.

## INFORMATION, ADVICE AND GUIDANCE

1. Deliver accurate information, advice, and guidance on the transition to Exeter College, the Exeter College offer and appropriate guidance on career pathways.
2. Provide guidance using a variety of methods to meet the needs of the students and schools.
  - a. 1:1 IAG Appointments (Face to face, virtual and via telephone)
  - b. Assemblies (face to face & virtual)
  - c. School and other Career Events (face to face & virtual)
  - d. Career or Employment focussed preparation sessions (face to face or virtual)
  - e. Planning and hosting events and visits at the college, including tours.
3. Help create a suite of engaging and innovative resources to support the delivery of Information, Advice and Guidance to meet the needs of students, prospective parents, and schools.  
Including but not limited to:
  - a. Digital resources (newsletters, interactive lessons, presentations, videos, infographic media clips)
  - b. Print based resources (Information leaflets & guides, Action plans)
4. Become experts in developing and delivering inspiring presentations, materials, and activities to effectively recruit students and secure the reputation of the College.
5. Work collaboratively with Marketing and Communications Department to produce printed materials and digital content for the purpose of student recruitment.
6. Work with the faculties to ensure target markets and schools are effectively engaged in an inspiring and effective manner, encouraging participation of existing staff and students in events.
7. Work closely with Faculties and Departments to keep up to date knowledge and understanding of the college curriculum and wider offer of Academies, EXtra (Enrichment) and pastoral support available to ensure accurate advice and guidance.
8. Keep informed of national education agendas, guidance and curriculum changes that may affect 16-18 education.
9. Keep informed of National Careers Guidance Standards and maintain appropriate level of CPD in line Careers, Advice and Guidance Requirements.
10. Ensure all IAG is accurate and promotes college ethos 'right student, right course' whilst adhering to Gatsby Benchmarks and Matrix Accreditation standards.

## MANDATORY DUTIES

1. Responsibility for safeguarding and promoting the welfare of children and vulnerable adults in college.
2. Commitment to equal opportunities.
3. Commitment to British Values and the Prevent Agenda.

## ADDITIONAL DUTIES

To undertake such additional duties as may be reasonably required commensurate with the level of responsibility within the College at the initial place of work or any other of the College's sites within the Exeter area.

To promote and conduct your professional duties and responsibilities within the parameters of the colleges agreed values and aims.

This job description is current at the review date. In consultation with the post holder, it is liable to variation by the College to reflect actual, contemplated, or proposed changes in or to the job.

[See person specification below](#)

**Reviewed:** April 7th, 2026

# Person Specification

## JOB TITLE – COLLEGE ADVISER

### Assessment Criteria

- Evaluated on application form (A) and/or interview (I)

Please demonstrate clearly how you meet the criteria in your application.

### Experience

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#### Essential Criteria:

- Experience of working with young people in an educational, careers, pastoral or outreach context (A)/(I)
- Experience of working in a customer focussed environment (A)

#### Desirable Criteria

- Experience working with secondary school aged (11-16) students (A)/(I)
- Experience of supporting events (A)

### Skills and Abilities

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#### Essential Criteria:

- Capable and effective communicator at all levels (A)/(I)
- Develop and maintain effective relationships and partnerships with all stakeholders (A)/(I)
- Be able to present confidently in front of large groups of people (I)
- Confident to work autonomously to organise and prioritise own workload (I)
- Ability to use a range of Microsoft Office products including Outlook, Excel, Word, and PowerPoint (A)/(I)
- Driving licence held for 2 years with no more than 6 points (A)

#### Desirable Criteria

- Uses initiative to creatively and calmly solve problems (A)/(I)
- Agile and actively improvement-focused (A)/(I)

### Personal Qualities

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#### Essential Criteria:

- Takes individual accountability for achieving performance (I)
- Enthusiastic and motivational nature (I)
- Use integrity to act in students' best interests in line with Exeter College's 'right student, right course' ethos. (I)
- Positive and solution focussed (I)
- Kind-hearted and committed team player (A)/(I)

## Qualifications

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### Essential Criteria:

- Must be qualified to level 3 or above (A)
- English & Maths GCSEs (or equivalent) at grade C/4 or above (A)

### Desirable Criteria

- Advice and Guidance related qualifications (A)

## Mandatory Requirements

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### Essential Criteria:

- Commitment to safeguarding (including Prevent) and promoting the welfare of children and vulnerable adults (I)
- Commitment to equal opportunities (I)
- Being able to drive and have access to a car for work purposes if necessary (A)
- A flexible approach to working hours including occasional evening work (I)

**Reviewed:** April 7<sup>th</sup>, 2026

# OUR VALUES ARE WHAT MAKE US, US!

**VISION:** To be an exceptional College

**MISSION:** To shape futures by delivering world-class education and training for our city and region

## AMBITION

- We are challenged and encouraged to push boundaries to enable us to realise our ambitions
- We are brave and take decisions that transform lives and foster achievement for all
- We are agile, future-focused and embrace digital technology and learning
- We believe in impact; we are passionate about our community and environment and continue to make big changes in order to play our part in creating a sustainable city and College

## COLLABORATION

- We collaborate with others to ensure we grow, thrive and initiate brilliance
- We are bold and innovative; we listen to and learn from others in pursuit of the exceptional
- We care about place; we collaborate with others to ensure success for our community that has national impact
- We believe that we are stronger together and actively seek out partnerships that make a difference and help us enrich our College

## ENERGY

- Our expertise, passion and actions energise and enthuse those around us
- We care and support our people and our community. We believe that we excel when we are empowered, engaged and enjoy our time at College
- We are curious; we focus on solutions, not problems
- We are proud of our achievements and actively seek out opportunities to celebrate these and set ourselves our next challenge.