Swavesey Village College
Job Description

Post Title: Business Relationships Co-ordinator

Grade: Scale 3

Responsible to: Assistant Principal in charge of Careers education (CEIAG)

- *The postholder also has an implicit duty to promote the welfare and safeguarding of all children and young people.*

Context and Purpose of the Job

Working as part of the Careers education team, the post holder will:

- Organise and co-ordinate a programme of CEIAG events including Careers breakfasts, business mentoring and work experience

- Provide work experience placements for Young Apprenticeship students, Diploma students and Targeted work placements

- Support STEM curriculum areas, as well as the Careers and Personal Finance Values and Experience day team, by coordinating events to enrich and extend the curriculum such as workshops, speakers, trips and events involving local business

Duties and Responsibilities

- Continue to build up the portfolio of local businesses willing to engage with the College

- Become single point of contact for work experience placements for Young Apprenticeship, Diploma and targeted pupils.

- Support Year 10 work experience to improve the quality of placements and develop the range of activities offered during the work experience fortnight.

- Any other duties in accordance with the grading of the post

17 Hours per week (specific working hours to be discussed at interview)
Term time only contract +1 week

The College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. All staff will be subject to an enhanced check with the Criminal Records Bureau.

The job description is subject to review and may be changed following consultation with the post holder.
November 2017