



SHERBORNE BOYS

Sherborne Boys (SB) is a boys' independent school situated in the shadow of Sherborne Abbey.

Founded by Royal Charter in 1550, the school has roots going back to the origins of the See of Sherborne in 705. There are eight boarding houses accommodating a total of about 580 boys (aged 13-18). Along with Sherborne Girls, Sherborne Preparatory School and Hanford School we are part of the Sherborne Schools Group (SSG). At Sherborne Boys, we look to support pupils in our care to leave our School ready, prepared and confident to make a positive impact upon society.

JOB DESCRIPTION

Sherborne School Recruitment and Selection Policy Statement

Sherborne School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants for this post must be willing to undergo child protection screening, including reference checks with previous employers and a criminal record check with the Disclosure and Barring Service.

Job Title:	Pathways Co-ordinator
Location:	Careers Office, Sherborne School but there may be occasions when you are required to work in other locations as part of your role.
Reporting to:	Deputy Head (Sixth Form)
Hours of Work:	Michaelmas, Lent and Trinity Term - you will be required to work 22.5 hours per week during term time. Times of work will be 8.30am to 5.00pm, over 3 days (Monday to Friday) as agreed with your line manager to meet School requirements (less one hour for lunch, unpaid). You will also be required to work additional hours to meet the demands of the role, to include occasional evening and weekend working as well as additional hours throughout School holiday periods, to include but not exceed 22.5 hour per week each term as well as one additional week during August (22.5hours) for examination results. This equates to 37.4 working weeks per year. If a Public Holiday falls during term time, you will be required to work.
Salary:	£14,125.30 per annum (actual). Salary includes payment for 5.6 weeks paid holiday per annum. Salaries are paid monthly in arrears direct into nominated bank account.

Holidays:	The post holder will be entitled to school holidays as set out in the arrangements above. Holiday cannot be taken during Sherborne School term time. In the event that holiday has been paid over and above that already accrued, we retain the right to make a deduction from your final salary. This will be the net equivalent for each day of holiday taken.
Pension:	The postholder will be able to join the Sherborne School Support Staff Pension Scheme. Where eligible the post-holder will be auto-enrolled into the Pension Scheme as per current legislation; further details may be obtained from the Director of Human Resources (Bursary).
Probationary Period:	In accordance with School policy, all appointments are subject to a six-month probationary period.
Medical Self Declaration:	The offer of appointment at Sherborne School will be conditional upon the provision of a self-declaration of physical and mental fitness to discharge the responsibilities of the role.
DBS Disclosure (Police Check)/References:	As Sherborne School is registered to ask 'exempted questions' under the Rehabilitation of Offenders Act 1974, successful applicants will be subject to a criminal record check from the Disclosure and Barring Service before the appointment is confirmed. This will include details of cautions, reprimands or final warnings; further details are available upon request. This post is also subject to receipt of two satisfactory written references, one of which must be your current/last employer.
Postholder's Responsibility:	You share with all staff the responsibility to promote and safeguard the welfare of children and young people for whom you are responsible, or with whom you come into contact. In doing so, you are expected at all times to adhere to and ensure compliance with the School's Child Protection Policy Statement. If you become aware of any actual or potential risks to the safety or welfare of children in the School, you must report any concerns to the School's Designated Safeguarding Lead (Child Protection Officers).

Main Purpose:

The post holder will be responsible for providing administrative support to the Pathways and Careers Team, with particular focus on co-ordinating the annual UCAS process and all Post-18 applications. You will coach and support students and their families, helping each pupil find the right bespoke pathway for him. You will also play a significant role in supporting the provision of other (non-UCAS) Pathways and Careers events. The candidate will work with the Deputy Head (Sixth Form) and the Careers and Pathways Team to lead the strategic direction of careers and pathways education across the SS Group. Our mission is to *help every pupil find the most inspiring individual pathway towards a life of purpose and positivity.*

Duties - this is not intended to be a comprehensive list of the tasks that will be covered and other tasks will be undertaken at the direction of the Deputy Head (Sixth Form).

UCAS

- Work with the Universities Applications Lead (UAL) to manage the UCAS Apply and UCAS Track processes to ensure that all boys who choose to submit a UCAS application do so in a timely manner and to the best of their abilities. Monitor efficiency and identify continual improvement opportunities.
- In liaison with the Deputy Head (Sixth Form) and the UAL, establishing a timeline for the UCAS application process, including publication of internal deadlines.
- Administer a checking process of UCAS Forms, Personal Statement and References.
- Checking the consistency, accuracy and quality of pupils' UCAS Apply Forms, in doing so checking that boys are making carefully-considered university and course choices that reflect their Sixth Form subjects and are in-line with their UCAS predictions, and which take into account any specific course requirements stipulated by particular institutions.
- Administration of the UCAS process, including keeping records of the completion status of all applicants throughout the application process.
- Explaining the UCAS Apply process to boys. This will include presenting to year groups, 1:1 meetings with boys, small group training sessions and designing resources for and supporting UCAS training events delivered by other members of the HE & Careers team.
- Advising staff on UCAS processes as required, including provision of exemplars and other training materials.
- Support Head of Specialist HE as required with Oxbridge and Medics/Vets/Dentists applications (also through UCAS).
- Building and maintaining accurate data and information to support decision-making by pupils and advice to staff.
- Contributing to preparation of staff and pupil UCAS training and internal advisory publications including reference-writing guides.
- Coordinate the activities of teaching staff, tutors and Housemasters in support of the UCAS process, including reference-writing and progress tracking, to inform better tutor intervention.
- Coach pupils, helping unlock goals, motivation and focus for exciting personal Post-18 UCAS destinations.
- Give occasional presentations to pupils, parents and staff on UCAS applications and outcomes.

Careers and Higher Education

- Support the Careers Manager in organising various careers events, including the Lower Sixth Careers Convention.
- Liaising with the alumni and foundation offices to help secure ongoing support of alumni to careers advice and events.
- Liaison with the HE, Pathways & Careers Team (and wider teaching staff as appropriate) to help coordinate events, for example providing administration instructions and troubleshooting.
- Administering and supervising Careers profile questionnaires.
- Coach pupils, helping unlock goals, motivation and focus for exciting personal pathway destinations.
- Give occasional presentations to pupils, parents and staff on pathways exploration, preparation and application.

Other Duties

- Administering user accounts for Unifrog and any other subscriptions used by the HE & Careers function, to ensure information is up to date.
- Support Head of Global Universities with aspects of the applications to overseas universities as required, including Common Application, for example preparation of academic transcripts.
- Assisting with the organisation of School trips to universities, UCAS exhibitions or other external events.
- Designing and organising other HE-related events to inform pupil decisions and raise parents' awareness.
- Arranging the booking of rooms and the availability of audio-visual aids for lectures and events.
- Ordering of resources for the HE, Pathways & Careers department.
- Conducting pupil interviews on HE & Careers matters (training and support would be provided).
- Supporting the marketing the School's Sixth Form and Pathways programmes through the Sixth Form Instagram account

Skills, Experience & Personal attributes required

Essential:

- Educated to A Level or equivalent.
- Excellent administrative skills, attention to detail and timekeeping
- Excellent interpersonal and communication skills.
- Proven experience of MS Word and Excel (further training can be provided).
- Experience of managing complex workloads, including the ability to prioritise and take initiative.
- Sense of humour.

Desirable:

- Education to degree level.
- Familiarity with the full MS Office 365 suite.
- Familiarity with Canva or similar design tools
- Familiarity with using Instagram as a Marketing tool
- Familiarity with iSAMS (the School's information system)

Pathways Co-ordinator:

- Must comply with School policies and procedures
- Have an awareness of and display commitment to the relevant legislation and guidance in working practices in relation to the safeguarding of children and young people.
- Will be required to attend training sessions arranged by the School.

Training Requirement for the Pathways Co-ordinator – this list is not exhaustive, and the post holder may be required to undertake other training as required by the School.

Training	To be completed by	Frequency of training
Safeguarding (Child Protection) and Prevent Training	Within the first week of employment	As required
Induction training with Line Manager	Within the first week of employment	
GDPR	Within the first week of employment	As required
Display Screen Equipment (DSE) User	Within the first week of employment	As required
Fire Awareness	Within the first week of employment	As required
Manual Handling	Within the first week of employment	As required

ECDL & iSAMS training	iSAMS training will be covered as part of induction. <i>There is a requirement for anyone working with computer systems to be qualified to ECDL level 2. This training will be given in post if the post holder does not already have It</i>	
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METHOD OF APPLICATION

To apply via TES, please submit the online application form, available via the 'Quick Apply' button, by the closing date - *please do not send in a curriculum vitae as we are unable to use them when short listing.*

In the event of any queries please contact: *Miss Emily Old, Recruitment Manager*
Human Resources
Sherborne School
Tel: 01935 810502
Email: hr@sherborne.org

Closing date for applications: 9.30am – Wednesday 25 June 2025

Interviews likely to take place: Monday 30 June 2025

PLEASE INDICATE ON YOUR APPLICATION IF YOU ARE UNABLE TO ATTEND INTERVIEW
DURING THIS TIME

Anticipated start date: 1 September 2025