

# Hendon School



**Post:** Careers Administrator

**Responsible to:** Careers Leader

**Salary:** SCP 6-9

**Hours:** 16 hours per week (Term time only)

**Job purpose:** To support the efficient and effective operation of the careers department under the direction of the Careers Leader. It is an opportunity for those interested in enhancing careers opportunities for students and ensuring that accurate records and evaluation of all activities take place. A knowledge of Careers Education is desirable but not necessary as all training will be given.

## Duties

### **General administration to support the Careers department**

- Undertaking general administrative duties including photocopying, responding to emails and phone-calls.
- Setting up and maintaining a database of careers speakers, careers opportunities and work experience opportunities throughout the year
- Advertising careers opportunities in a timely manner to all relevant students and departments.
- Work with departments to maintain and update careers displays
- Ensuring good communication with all stakeholders (students, staff, parents, Governors and employers)
- Regularly contribute to social media and Hendon news.
- Reviewing and updating the website
- Supporting the administration of the annual student careers survey
- Overseeing the use of Unifrog to record individual pupil progress in careers education.
- Ensuring all careers activities are recorded and producing reports showing levels of student engagement
- Supporting the Careers Leader in identifying development priorities based on using platforms such as Compass CEC, Unifrog and FSQ's
- Work with the Careers Leader to oversee the Work experience placements for all Year 12 students
- Supporting the Careers Advisor with arranging careers appointments and producing the annual leavers destination report.

## **Event Support and Coordination**

- Supporting with the production of the annual careers calendar
- Assisting with the coordination of careers visits to support the Provider Access Legislation (PAL); Gatsby benchmarks; National Careers and National Apprenticeship weeks.
- Be a point of contact for Careers and Community speakers
- Support Community Events organised by the AHT responsible for Community
- Oversee event administration from initial contact to post-event follow up. This may include:
  - arranging staffing,
  - liaising with departments as appropriate,
  - identifying an appropriate room and overseeing the set-up,
  - advertising the event,
  - overseeing student signs ups,
  - meeting any guest requirements,
  - meet and greet, hospitality,
  - ensuring photographs taken,
  - conducting post-event surveys,
  - ensuring appropriate follow up with the speaker(s),
  - recording the event in the relevant databases
  - publicising the event through social media and school newsletter etc.
- Collating feedback after careers events and producing summary reports.

## **Standards and quality assurance**

- Promote the Hendon School values as presented in our code of conduct.
- Set a good example in terms of dress, punctuality and attendance.
- Work towards and support the school vision and current school objectives as outlined in the school development plan
- Be willing to undertake training and professional development as required to carry out the post effectively.
- Ensure compliance with Safeguarding, Health and Safety and School policies and procedures.
- Any other duties and responsibilities appropriate to the grade and role

This job description is not prescriptive and does not direct any priorities or amount of time to be spent carrying out the duties. It is not necessarily a comprehensive definition of the post, and the post holder may be required to undertake other duties and responsibilities commensurate with the grade and scope of the post. This job description may be subject to amendment, to meet the changing needs of the school, following appropriate consultation.