



CAREERS ASSISTANT

Sir John Deane's Sixth Form College (Northwich)

Band 2

SCP6 – SCP7

Job Description & Person Specification

Job Description

Reporting to

Careers Manager

Purpose of the role

To provide effective and efficient administrative support to the careers team in order to ensure the smooth running and compliance of this important area.

Main responsibilities

1. Supporting the administration, development and preparation of the College Careers Calendar.
2. Prepare and administer event sign up and participation registers and data.
3. Administer Career Spotlight; post on Teams, share with relevant HOD/subject staff, reminders to students and room bookings.
4. Support relevant college events (Open Days, Career Spotlight, Mock Assessment Centre, Industry Careers Fair & HE Fair) and create materials for these events.
5. Facilitate the Careers Inbox by responding to queries and directing/signposting to relevant person.
6. Curate termly subject Careers Newsletter and source opportunities for each subject area.
7. Contact employers (via Unifrog) that have previously accepted students and develop high quality opportunities to students to undertake work experience placements.
8. Using the Unifrog placement tool & Portal, maintain accurate and up to date tracking and monitoring systems for all work experience opportunities.
9. Adhering to the departmental triage system, organising students 1:1's from daily referrals and drop- ins and updating Portal.

10. Administer UCAS references for alumni.
11. Administer Early Entry pathway groups using Teams.
12. Plan for implementing continuous improvement in the efficiency of administrative procedures.
13. Implement appropriate personal, technical and organisational measures to ensure that data processing is performed in accordance with the GDPR, and review and update those measures where necessary
14. To carry out such other duties, as the job develops, as may be reasonably required by the Principal, in accordance with the College's flexible approach to the efficient delivery of a quality support service.
15. To act in accordance with and promote the Staff Code of Conduct and Safeguarding and Prevent policies.

The post holder will be expected to undergo such training as may be reasonably required from time to time by College Management, to participate in whole-College and departmental training events and briefing sessions as appropriate, and to use such equipment and technological aids as are made available to him/her to ensure the timely and accurate execution of his/her duties.

The post holder will also be expected to assist in ensuring the safety and well-being of students.

The post-holder will be required to implement, in the execution of his/her duties, all agreed quality-control and health and safety procedures required by the College and to seek to achieve such service standards as may be reasonably laid down from time to time by College management

Person Specification

	Desirable	Essential
Qualifications		
Educated to A-level standard or equivalent		✓
Educated to degree standard or equivalent	✓	
Experience		
Previous experience in an educational setting	✓	
Previous experience in a dynamic admin / office environment	✓	
Skills and Knowledge		
A knowledgeable and sound understanding of administrative systems		✓
Sound organisational and multi-tasking skills		✓
Excellent written and verbal communication skills		✓
IT proficient in MS packages		✓
Flexibility to work as required outside core hours to support events		✓
Knowledge of education sector		✓
Excellent verbal communication skills & active listening skills		✓
Interpersonal Skills		
Committed to deliver exceptional standards in all areas		✓
Committed to maintaining confidentiality in the workplace		✓
Ability to show initiative		✓
Punctual and reliable		✓
Personal Qualities		
Able to work under pressure and meet deadlines		✓
Commitment to safeguarding and equality		✓
Approachable		✓
Excellent Team player		✓
Ability to prioritise		✓