

**Job Title:** Careers Assistant (part-time)

**Reports to:** Head of Careers

**Responsible for:**

Assisting the Head of Careers by:

- working on the Careers Department reception desk, arranging appointments between students and Careers Advisers; taking telephone messages; and dealing with queries
- clerical tasks to include providing administrative support to the Head of Careers; maintain online Careers Intranet; advertise vacancy opportunities for students; maintain quality online and hard copies of careers materials & publications; create advertising posters for careers events; manage the Careers Google Classroom; create and monitor and evaluate careers activities and photocopy resources for department
- dealing with UCAS Administration, which includes setting up the UCAS Apply system annually; monitoring all applications; communicating with staff, students and parents to ensure all forms are processed and sent off by deadline dates
- supervising students using the Careers Department and helping to ensure that the environment is conducive to research and study
- providing administrative support for all careers events, to include liaising with external organisations; coordinate events; organising catering and parking; advertising to students and creating appealing promotional materials
- working flexible hours on deadline dates to ensure all UCAS forms are processed and to cover evening events if required
- receiving, cataloguing and displaying new books, leaflets and prospectuses for the Careers Library and dealing with students loaning and returning books
- acting as an information point in the absence of the Careers Advisers (for location of materials/reference books etc)
- supporting advisers with arranging practice interviews
- maintaining/identifying poster displays
- providing administrative support to the Oxbridge and Medicine/Vet/Dentistry Tutors
- prioritising the safeguarding of all students and participating in training on safeguarding matters
- contributing to the elimination of unlawful discrimination, harassment and victimisation; advancing equality of opportunity and fostering good relations between people who share a protected characteristic and those who do not
- any other duties as may reasonably be required by the Principal

**Post: Careers Assistant (part-time)**

Category	Essential	Desirable	Ascertained by
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Educated to A level or equivalent</li> </ul>	<ul style="list-style-type: none"> <li>• Touch typing</li> <li>• IT qualification</li> </ul>	Application form /original certificates at interview
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience working in a busy office environment</li> <li>• Excellent IT skills (ability to use packages such as Canva; Google; Microsoft)</li> </ul>	<ul style="list-style-type: none"> <li>• Working in a Careers service / department</li> <li>• Working in a Post 16 educational environment</li> <li>• Working on a Reception desk</li> <li>• Experience of UCAS</li> </ul>	Application form/ activity interview/references
<b>Additional Skills and Abilities</b>	<ul style="list-style-type: none"> <li>• Strong customer service skills</li> <li>• Ability to work as part of a team and also unsupervised</li> <li>• Close attention to detail</li> <li>• Empathy with young people</li> <li>• Ability to stay calm under pressure</li> <li>• Excellent communication skills – written and verbal</li> <li>• Commitment to ensuring equal opportunities for young people and safeguarding their welfare</li> </ul>	<ul style="list-style-type: none"> <li>• Interest in supporting students with their future plans</li> </ul>	Application form / interview/references/activity
<b>Other</b>	<ul style="list-style-type: none"> <li>• Self confidence</li> <li>• Methodical</li> <li>• Flexible</li> </ul>		Interview/references/activity

## **Background Information Careers Assistant**

As a College, we place a high priority on high quality careers guidance and have a thriving Careers Department, which has maintained the Investor in Careers Quality Award since 2008. We have a large team of Careers Advisers and Assistants who support students one to one but also organise large cross-college events such as a Careers Day and the Progression Fair.

This is a part-time post established to support the Careers Department and demonstrates commitment to careers guidance for students of all ages. It includes UCAS administration. It will involve working alongside two other Careers Assistants.

Hours of work: 10 hours per week, to be worked over two days (between the hours of 9.00am – 3.00pm) and 42 weeks a year (0.2463 FTE). Ideally the days will be Tuesday and Wednesday, although we can have some flexibility for the right candidate.

Salary: Spine points (inc UCAS) in the range 18 – 23 (£18,593 - £20,771 pa FTE)  
Actual salary: £4,579 - £5,116 per annum

Membership of the Local Government Pension Scheme.