

Wymondham High Academy
Job Description

Name:	
Job Title:	Administrative Support Officer-Careers
Salary range	
Responsible to:	Careers Leader
Responsible for:	Administration duties to support careers education, advice and guidance
Effective Date:	
General Responsibilities & Duties:	To provide administrative and clerical support services to a high standard, ensuring that these functions support the Careers Leader in an efficient and effective manner.

Role and Context	
Duties and Responsibilities:	<p>Specific Duties</p> <p>ADMINISTRATION AND ORGANISATION:</p> <ul style="list-style-type: none"> • To provide secretarial and administrative support to the Careers Leader using MS office, as well as UNIFROG, COMPASS and platforms. Training will be provided. • To provide administration support to ensure accurate and timely advice and guidance regarding careers is given to all students within the Academy. • To liaise directly with external Post-16 providers and Wymondham High Sixth Form to support the smooth transition of education for students. • To give administrative support for Options processes in Key Stage 3 in setting up online options systems and compiling data throughout the process. • Working with the Careers Leader, coordinate the organisation of internal and external events, such as careers fairs and employer visits. • To Support the CL in the acquisition and monitoring of the Careers Mark Award by preparing evidence folder in preparation for the assessment. Setting up timetable for remote assessment and other administrative support ad hoc • To arrange parental contact and meetings as required by the Careers Leader and manage the diary for the Careers Leader. • To undertake general duties of an administrative or organisation nature and any other duties that are within the scope of the post as determined by the Careers Leader.

General Duties:	<ul style="list-style-type: none"> • To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the school and the local authority. • To be a trained first aider and fire marshal • To maintain Staff and Pupil confidentiality • To undertake training as appropriate • To participate in the performance management programme
------------------------	--

<p>General Information:</p> <ul style="list-style-type: none"> ○ The job specification details the main outcomes required and should only be updated to reflect major changes that impact on the outcomes for the job. ○ All work performed/duties undertaken must be carried out in accordance with relevant school policies and procedures, within legislation, and with regard to the needs of our customers and the diverse community we serve. ○ Post holders will be expected to be flexible in their duties and carry out any other duties commensurate with the grade and falling within the general scope of the job, as requested by management.
<p>Review:</p> <p>This job description will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post-holder. It is not a comprehensive statement of procedures and tasks but sets out the mean expectations of the school in relation to the post-holder's professional responsibilities and duties.</p> <p>Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.</p>

Signature: _____ **Date:** _____