



**King Edward VII
School**

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DIRECTORATE	CHILDREN AND YOUNG PEOPLES DIRECTORATE
SERVICE AREA	KING EDWARD VII SCHOOL
POST TITLE	Careers and Work Experience Coordinator
SALARY RANGE	Grade 5 points 15-20
RESPONSIBLE TO	Curriculum Leader - Careers
RESPONSIBLE FOR	N/A
HOLIDAY AND SICKNESS RELIEF	Other members of the Administration teams
PURPOSE OF JOB	To deliver efficient and effective administrative support for the School careers facility as required by the Curriculum Leader. Under the guidance of the Curriculum Leader take a lead role in the planning, development and organisation of the administration systems and procedures related to those areas. To offer careers advice and guidance to students

JOB DESCRIPTION FOR POST OF: Careers and Work Experience Coordinator

SPECIFIC DUTIES AND RESPONSIBILITIES:

King Edward VII School is a very large 11-18 comprehensive school operating on two sites. The provision and continuing development of the School's careers and work experience administration is fundamental to its future effectiveness and success.

General

- To act as the first point of contact for students and external enquiries on careers related matters
- Operate and develop established and new technology-based office equipment to enhance the organisation of careers and work experience administration systems/procedures/policies
- Supervise, train and develop staff as appropriate
- To prioritise tasks in order to meet necessary schedules and deadlines
- In the absence of careers teaching staff, to act as the point of contact for supply staff/cover assistants
- Deal with telephone enquires.
- Receive visitors and callers and arrange appropriate hospitality when required.

Administration: Careers and Work Experience

Systems management

- Take a lead role in managing manual and computerised record/information systems relating to work experience, mock interviews, careers interviews and careers lessons
- Complete and submit complex forms, returns etc., including those to outside agencies as required
- Work as part of a team contributing to team meetings and development
- Analyse and evaluate data/information and produce reports/information/data as required to support the Careers Education, Information, Advice and Guidance (CEIAG) audit and the departmental self-evaluation framework.
- Undertake typing and word-processing and complex IT based tasks
- Provide administrative and organisational support to other careers related staff including taking minutes for meetings and ensuring they are distributed as appropriate.
- Produce and circulate information on careers related matters in an appropriate format for a variety of audiences
- Use career specific software to promote objectives of the department
- Operate all work experience databases

Working with students

- Support and assist with Year 9 options
- Offer careers advice and guidance to Key Stage 4 and 5 students
- Assist in Key Stage 5 transition points when required

External liaison and partnerships

- Take a lead role in organising careers interviews for students
- Facilitate careers sessions and organise key careers events e.g. mock interviews, careers fayres at Key Stage 3, 4 and 5
- Organise and seek to enhance the employer database to improve the range of opportunities available for work experience and mock interviews through proactively seeking to enlist new employers and businesses.
- Liaise with parents and outside agencies with regard to work experience and careers related matters
- Coordinate with internal and external partners relating to post 16 applications and admissions

Other duties and areas of responsibility

- Establish constructive relationships and communicate with other agencies/professionals at all levels
- Receive and filter enquiries.
- Attend and participate in regular meetings
- To be willing to undertake training and professional development as required of the post.
- Any other duties and responsibilities that do not change the character and purpose of this post as may be required by the Headteacher

The post holder must at all times carry out his/her duties and responsibilities within the spirit of City Council and School policies and within the framework of the Education Act 2002, and School Standards and Framework Act 1998 with particular regard to the statutory responsibilities of the Governing Boards of Schools.

Issued: June 2022

Person Specification

Minimum Essential Requirements	Method of Assessment (Application form, interview, assessment and references)
Qualifications/Knowledge	
<ul style="list-style-type: none"> • 4 GCSE's or equivalent, including English & Maths to grade C or equivalent • Evidence of commitment to continued professional development to support areas of the job role • Recent and relevant professional development and understanding of the School environment • Understanding of the Gatsby Benchmarks 	<ul style="list-style-type: none"> • Application form • Application form • Application form/interview • Application form/interview
Skills/Experience	
<ul style="list-style-type: none"> • To be friendly, approachable and non-judgmental and engage constructively with colleagues and students from a variety of backgrounds • Self-motivated, enthusiastic and able to work on own initiative when appropriate • Dependable • Flexibility, sociability and good humour • Able to communicate, both verbal and written with a range of young people and adults, using non-technical language • Excellent organisational skills • Able to work independently or as part of a team • Patient, helpful and pleasant manner • Methodical, well organised and able to prioritised • Good Excel skills are essential along with a knowledge of SIMS or School management systems • Understanding of the importance of careers and work experience in Schools 	<ul style="list-style-type: none"> • Application form, interview and assessment • Application form, references, interview and assessment • Application form, interview, assessment • Interview • Application form, interview, references • Application form, interview, assessment, references • Application form, interview, assessment, references • Interview • Application form, interview, assessment, references • Application form, interview, assessment, references
Work Related Circumstances	
<ul style="list-style-type: none"> • Ability to manage working hours flexibly to meet the demands of the role • Willingness to undertake further development 	<ul style="list-style-type: none"> • Application form and interview • Application form and interview