

## JOB DESCRIPTION - SCHOOLS

Job information as shown on organisation chart

|   |                          |                      |
|---|--------------------------|----------------------|
| <b>Job Title:</b><br>Administrative Assistant Careers   | <b>Post No:</b><br>GEN20 | <b>Grade:</b><br>HC5 |
| <p><b>Organisational information:</b></p> <p><b>Responsible to:</b><br/>Head of Careers / Headteacher</p> <p><b>Professionally responsible to:</b><br/><i>(where appropriate)</i></p> <p><b>Dimensions:</b><br/><i>(quantifiable measures relating to the post, such as number of staff managed, number of patients, size of local population, budgets and so on)</i></p> <p><b>Responsible for:</b><br/>Management of the Careers administration in line with requirements for the school</p> <p><b>Key relationships/Functional links with:</b><br/><i>(main relationships with people inside and outside the organisation that the post holder will come into contact with during the course of their work)</i></p> <p><i>Internal:</i> Pupils, staff, parents, officers of the LEA, and other agencies, as necessary.</p> <p><i>External:</i></p>   |                          |                      |
| <p><b>Main Purpose of Job:</b><br/>Be a key player in assisting the head of careers through implementing the school's career strategy and provision.</p> <p>Have overall responsibility for the administrative requirements for the careers department and the organising/running of events in relation to all aspects of careers throughout the school.</p>  |                          |                      |
| <p><b>Main Responsibilities / Accountabilities</b><br/><i>The jobholder will be expected to complete the responsibilities / accountabilities effectively in order to deliver the key objectives of the organisation</i></p> <ul style="list-style-type: none"> <li>• To maintain manual records/computer databases and adapt these if necessary.</li> <li>• To maintain and collate pupil reports in relation to careers</li> <li>• To complete forms/returns for submission to the LEA, DfES etc. as required</li> <li>• To maintain records relating to attendance for events and produce data on these.</li> <li>• To produce complex information as require (e.g. work experience)</li> <li>• To provide information to the head teacher and governors in relation to careers as required</li> <li>• Respond to correspondence on behalf of the head of careers, which will require drafting letters/emails</li> <li>• Run an annual calendar of career events, ensuring all year group requirements have been met with the needs for careers</li> <li>• Co-ordinate career interviews as required and circulate necessary detail to attendees and</li> </ul> |                          |                      |

staff

- Be responsible for the administration of and attendance at Careers events, requirement of flexibility in working hours will be required if events/trips are before and after the school day
- Responsible for arrangements for various 'work related learning' programmes
- Responsible for co-ordinating the work experience programme, which involves:
  - Liaising with pupils and parents
  - Assist the pupil in arranging a company and liaising with the team
  - Ensuring accurate and precise record sheets are kept for each individual pupil and updated regularly
  - Liaising Herefordshire Council representative to ensure placement is fully approved in line with health and safety
  - Ensuring work experience logbooks are completed and logged
  - Circulating work experience certificates
- Responsible for providing relevant information to write and circulate common references for further education, this involves:
  - using school records/databases and liaising with staff to obtain details
  - offer assistance to pupils to aid complete of college/apprenticeship applications
  - circulate common references for sign-off by senior management
  - circulate to relevant colleges along with pupil applications
- Ensure worksheets and any additional materials are available in line with the current PSHE programme
- Ensure school literature/information for parents/pupils is circulated as and when required via pupils/post/parentmail
- Attend as required, the work experience co-ordinators meetings.

#### Resources/finance

- To plan and monitor budget spend for department capitation (careers)
- To sign and authorise invoices
- Use petty cash as required to make local payments and keep record of expenditure

#### **DATA QUALITY**

##### **Council staff**

To follow the relevant procedures for ensuring that information and data is collected and recorded accurately thus enabling the production of reliable analyses and reports.

#### **Job Activities:**

#### **Other information:**

- Disclosure type: enhanced DBS

#### **General information:**

The post holder will be required to comply with organisation's policies and procedures.

The organisation has a no smoking/vaping policy. Employees are not permitted to smoke or vape on any of the organisation's premises nor in any vehicle used on organisation business.

The postholder will promote the Council's Health and Safety work policies and ensure that these are implemented effectively within their areas of responsibility.

Employees have a duty to safeguard and promote the welfare of children, young people and vulnerable adults. It is an essential requirement that employees are aware of the Herefordshire Safeguarding procedures for sharing information about the welfare of any person for whom they have safeguarding concerns. Employees have a duty to ensure they attend training to enable them to recognise the indicators for concerning behaviour and receive safeguarding supervision as appropriate.

This Job Description covers the main duties and responsibilities of the job and will be subject to review and amendment, in consultation with the post holder, to meet the changing needs of the organisation.

Other activities commensurate with this Job Description may from time to time be undertaken by the post holder.

May be required to undertake safeguarding training at appropriate level to the role.

|                    |                                  |
|--------------------|----------------------------------|
| Line Manager Name: | Line Manager Signature:<br>Date: |
|--------------------|----------------------------------|

|                                     |                |
|-------------------------------------|----------------|
| Date Job Description last reviewed: | September 2025 |
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## GENERIC PERSON SPECIFICATION - SCHOOLS

### Job information as shown on organisation chart

|  |   |                          |   |
|--|---|--------------------------|---|
| <b>Job Title:</b><br>Administrative Assistant Careers  |   | <b>Post No:</b><br>GEN20 | <b>Grade:</b><br>HC5  |
| All candidates will be considered on their ability to meet the requirements of the person specification  | <b>Essential criteria</b>   |                          | <b>Method of Assessment*</b>  |
| <b>Experience</b>  | <ul style="list-style-type: none"> <li>• Experience of working in a clerical/administrative role, at least one year of which should be within a school.</li> <li>• Experience of supervising other staff.</li> <li>• Experience of monitoring a budget in excess of £20,000.</li> <li>• Experience of dealing with members of the public, including those who may be angry or upset.</li> </ul>   |                          | AF, I   |
| <b>Skills and Abilities</b><br><i>Including personal attributes</i>  | <ul style="list-style-type: none"> <li>• Ability to draft effective and accurate letters on behalf of the head teacher.</li> <li>• Able to communicate effectively with parents, pupils and visitors to the school.</li> <li>• Effective user of Word, Excel and/or SIMS.</li> <li>• Well-organised and flexible approach to work.</li> <li>• Ability to work constructively and supportively as part of a team.</li> <li>• Good attention to detail.</li> <li>• Able to work largely on one's own initiative.</li> <li>• Good customer care skills.</li> <li>• Ability to organise the work of others and support more junior administrative staff.</li> </ul> |                          | AF, I   |
| <b>Qualifications and Training</b><br><i>including professional qualifications</i>   | <ul style="list-style-type: none"> <li>• GCSE Maths and English, or equivalent.</li> <li>• British regulated qualification framework level 2 and above or</li> <li>• International English language testing system (IELTS) score of 5.0</li> <li>• RSA 3 in word-processing (or equivalent)</li> </ul>  |                          | AF, I<br><b>Fluency Duty</b> -The ability to converse at ease with members of the public and provide advice and information in accurate spoken English is essential for the post. |
| <b>Other Factors</b><br><i>e.g. ability to work shifts, physical requirements (with adaptations where appropriate), ability to drive, agility to travel around county etc.</i> | <ul style="list-style-type: none"> <li>• Commitment to working with young people.</li> <li>• Willingness to work in support of the inclusive ethos of the school.</li> <li>• Police clearance.</li> </ul>   |                          | I<br>DBS Police Check   |
| <b>Line Manager Signature:</b><br><b>Date:</b>   |   |                          |   |

\*Method of Assessment: AF = Application Form; I = Interview; S = Selection Method; P= Presentation

Date Person Specification last reviewed

September 2025