



#### Job Description

**JOB TITLE** Careers and Admin Assistant

**PHASE** Secondary

**HOURS** 37 hours per week, 38 weeks per year

**REPORTING TO** Assistant Principal

#### Job Purpose

- Working with leaders to take responsibility for the planning, coordination and delivery of the school's programme of careers advice and guidance. (Gatsby Benchmark 8)
- Working with leaders to take responsibility for the planning coordination and delivery of the school's programme of work experience activities and placements. (Gatsby Benchmark 5 & 6)
- To cover Main Reception Duties and the Academy Switchboard
- To assist in the administration of Academy business by executing a range of clerical tasks

#### Duties and Responsibilities

##### Careers Delivery and Networking

- Ensure compliance with the legal requirements to provide independent careers guidance and give access to providers of technical education or apprenticeships to students in schools. Commission careers guidance services where appropriate. Monitor access and take up.
- Manage the provision of career and labour market information
- Coordinate encounters with employers and work experience
- Communicate with pupils and their parents / carers
- Brief and support teachers involved in careers guidance
- Manage links with external organisations and establish and develop links with further education colleges, apprenticeship providers, university technical colleges and universities
- Ensure particular attention is pay to any additional or different support that may be needed by vulnerable or disadvantaged young people, or those with SEND
- Working to ensure that all students have planned their next steps and that there are no NEETs



#### Administration with reception duties

- Be the first point of contact for parents and visitors, filtering enquiries as appropriate and taking and passing on messages to appropriate staff
- Undertake general office duties including; filing, collating, posting, and parent-pay
- Maintain information systems, databases and other associated records, both paper and computer based, and producing data for statistical reports or returns as requested
- Undertake general typing tasks including maintenance of spreadsheets
- Assist with administration of pupil admissions to the school
- Manage complaints by parents and passing on the relevant information to the correct person.
- Attend Administration meetings and take notes/produce minutes if required
- Monitor and order stationery as required
- Any other duties required in a busy school office as deemed reasonable by the Principal
- Assist with administration for SLT
- Manage complaints by parents and passing on the relevant information to the correct person, in line with Trust policies
- Support with school trip administration

#### Clerking

- Act as the Clerk for some Governors' Disciplinary Committee hearings for the academy

#### Generic Duties relevant to all members of Staff

##### Working with colleagues and other relevant professionals

- Communicate effectively with other staff members, customer and service users
- Collaborate and work with colleagues and other relevant professionals within and beyond the Trust
- Develop effective professional relationships with colleagues

##### Professional development

- Help keep their own knowledge and understanding relevant and up-to-date by reflecting on their own practice, liaising with their line manager and identifying relevant professional development to improve personal effectiveness
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the Trust



- Take part in the Trusts appraisal and performance management procedures

#### Personal and professional conduct

- Uphold public trust in the education profession and maintain high standards of ethics and behaviour, within and outside school
- Have proper and professional regard for the ethos, policies and practices of the Trust, and maintain high standards of attendance and punctuality
- Demonstrate positive attitudes, values and behaviours to develop and sustain effective relationships with the Trust community
- Respect individual differences and cultural diversity

#### The Trust

- The ethos of our Trust is “Transforming Life Chances”. All staff are expected to be committed to this aim in everything they do.
- It is expected that all staff work collaboratively as members of the Trust to share good practice, resources and ideas and realise the Trust’s visions and aims. All staff should act with professional integrity at all times, following the “Code of Conduct”.
- You will be based at TSAT Hub. However, you may be asked to work at any of the other Hubs within the Trust and you should expect to travel between sites as required.

#### Teaching and Learning

- This is our core business and therefore it is an absolute priority. You are expected to support all teaching staff, irrespective of seniority, to ensure they concentrate on the core business. This may mean undertaking tasks outside of your area of responsibility where required.

#### Customer Service

- At TSAT customer service is paramount to our way of work; All staff will be required to mirror our philosophy and take pride in offering a fantastic customer experience to all stakeholders modelled on our four Customer First Values - Trusted, Solution Focused, Approachable & Timely

#### ICT

- It is expected that all teaching and support staff follow the ICT Vision of the Trust.



- All staff will be expected to utilise ICT and to improve communication and reduce paper use. Security procedures must be followed when using ICT systems.
- All staff are expected to follow the procedures as laid out in the Trust's Acceptable Use Policy. Staff are also expected to ensure that they follow Trust policies with regard to professional conduct when using ICT systems or Trust ICT equipment.

#### **Health and Safety**

- Employees are required to work in compliance with the Academy's Health & Safety Policies and under the Health and Safety At Work Act 1974 (as amended), ensuring the safety of all parties they come into contact with, such as members of the public, in premises or sites controlled by the Trust.
- In order to ensure compliance, procedures should be observed at all times under the provision of safe systems of work through safe and health environments, including information, training and supervision necessary to accomplish those goals.

#### **Equal Opportunities**

- To actively promote the Trust's Equal Opportunities Policy and observe the standard of conduct which prevents discrimination taking place, maintaining awareness of and commitment to Equal Opportunity Policies in relation to both employment and service delivery.

#### **Safeguarding**

- The Thinking Schools Academy Trust is committed to safeguarding and promoting the welfare of children and young people and all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. All staff are 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 Thinking Schools Academy Trust. Any safeguarding or child protection issues **must** be acted upon immediately by informing the Designated Safeguarding Lead.

#### **Data Protection**

- The Thinking Schools Academy Trust takes the responsibility of protecting and securing the data of Pupils, Staff, Parents and all associated individuals very seriously. The Trust requires all staff to complete data protection training and to adhere to its



Data protection policies and procedures. All staff must ensure that if they suspect a data breach they must inform the Trust Data Protection officer immediately.

This job description forms part of the contract of employment of the person appointed to the post. The duties, responsibilities and accountabilities highlighted in this job description are indicative and may vary over time at the discretion of the Trust. This job description will be reviewed annually and is an integral part of the Appraisal and line management process.

The duties and responsibilities in this job description are not restrictive and the post-holder may be required to undertake any other duties that may be required from time to time. Any such duties should not however substantially change the general character of the post.

I understand and agree to the job description of Careers and Admin Assistant

Name:

Signed:

Date: