



Post Title	Careers Administrator
School / Organisation	Avanti Fields
Location	Leicester
Grade	Grade 1, £24,502 - £24,666 per annum pro rata <i>Approximately £7,838 - £7,890 per annum (0.31989 FTE)</i>
Hours	Part-time, 15 hours per week
Contract Type	Permanent
	Term-time only
Reports to	Careers Lead
Preferred Start Date	November 2025

MAIN PURPOSES OF THE JOB

- Under the instruction of the Careers Lead, provide routine general, clerical, and administrative support to the careers provision within the school.
- To be responsible for promoting and safeguarding the welfare of children and young people within the school

RESPONSIBILITIES OF THE JOB

Organisation

- To undertake careers administrative duties, liaising with guest speakers, scheduling 1:1 careers sessions.
- To assist with pupil behaviour during careers events, creating a safe and welcoming space for pupils.
- Assist with administration for work experience visits and post-16 applications.

Administration

- Provide routine clerical support e.g. photocopying, filing, e-mailing, complete routine forms.
- Maintain manual and computerised records/ management information systems, including access to PS-16.
- Undertake typing, word processing and other ICT-based tasks.

Resources

- Operate office equipment e.g. photocopier, computer etc.
- Arrange orderly and secure storage of supplies.
- Undertake routine financial administration e.g. support with work experience invoices.

Responsibilities

- Be aware of and comply with policies and procedures relating to child protection, security, confidentiality and data protection, reporting all concerns to an appropriate person.
- To adhere to school health and safety policy including risk assessment and safety systems.
- To adhere to Trust's Ethos Policy.
- To contribute to the overall ethos and aims of the school.
- To appreciate and support the roles of other professionals.
- Participate in training opportunities and professional development as required.
- Undertake similar clerical duties commensurate with the level of the post as required by the Principal.



PERSON SPECIFICATION

Criteria		Requirement	
		Essential	Desirable
1.	Experience of general clerical /administrative work.	X	
2.	Good level of literacy and numeracy skills, of Level 2 GCSE grade C/4 standard in English and Mathematics.	X	
3.	Evidence of the ability to communicate clearly and concisely both orally and in writing.	X	
4.	Appropriate knowledge of first aid.		X
5.	Ability to use relevant technology e.g. photocopier.	X	
6.	Ability to work to a high degree of accuracy and pay attention to detail.	X	
7.	Ability to plan and manage their own time effectively and work prioritizing tasks in a time efficient manner and keep to deadlines in a very busy environment.	X	
8.	General ICT skills.	X	
9.	Ability to relate well to children and adults.	X	
10.	Ability to work as part of a team, understanding school roles and responsibilities.	X	
11.	High degree of drive, resilience and enthusiasm	X	
12.	Commitment to the safeguarding and welfare of children and young people.	X	
13.	Awareness of Health and Safety requirements within a school setting.		X
14.	Commitment to professional development, learning and development.	X	

FURTHER INFORMATION

Due to the nature of this role, it will be necessary for the appropriate level of criminal record disclosure to be undertaken. In making your application, it is essential you disclose whether you have any pending charges, convictions, bind-overs or cautions and, if so, for which offences. This post will be exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders Act 1974. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are 'spent' under the provision of the Act, and, in the event of the employment being taken up; any failure to disclose such convictions will result in dismissal or disciplinary action. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment.

For further information - <https://avanti.org.uk/wp-content/uploads/2024/09/Child-Protection-and-Safeguarding-Policy.Summer-24-2.pdf>