



**ROYAL GRAMMAR SCHOOL**  
**Amersham Road, High Wycombe, HP13 6QT**

**01494 524955**

**[www.rgshw.com](http://www.rgshw.com)**

## **Careers Administrator**

**Term time, plus Inset Days**  
**Days / hours**

**Start date: 7 January 2019**

Applications should be made to the Finance and Resources Director, by 25 November by email ([dmc@rgshw.com](mailto:dmc@rgshw.com)) or post. Along with the completed application form, please include a letter of application and a current curriculum vitae, which should include the names, addresses, telephone numbers and email addresses of 2 referees.

Those being called for interview will hear by 27 November. If you have not heard from us by this date please assume that your application was unsuccessful. In which case we thank you for applying and wish you well in your future career.

**The RGS is committed to promoting the safety and welfare of all pupils.**

**Appointment is conditional upon at least two satisfactory references. All staff are required, before taking up post, to undertake an enhanced criminal record check through DBS.**



## Careers Administrator

### Appointment:

- Term time, plus Inset Days
- Hours: 8 hours per week (actual hours to be agreed)

### Salary:

- Point 8
  - £16,594 (full time equivalent)
  - £3,084 (actual salary)

### Person specification:

We are looking for someone who is firstly positive, with a flexible, 'can do' attitude and the ability to work, at times, under pressure. The applicant should be a team player, with an optimistic, cheerful outlook have excellent attention to detail and be IT literate.

### Experience:

- Although no previous experience is required, an interest in Careers Education, Information, Advice and Guidance and a willingness to learn more is essential.

### Skills and abilities:

- Strong administrative skills
- Good working knowledge of Excel & Word
- Able to take the initiative

### Desirable

- Flexibility re working hours
- Ability to be creative (poster design)

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It is difficult to encapsulate the spirit of the RGS in words, but suffice it to say that all who work here regard it as a very special school indeed. The commitment to excellence is there, but alongside it is the sense of belonging to an exceptionally friendly community, where there is always genuine support for colleagues.



## Job Description Careers Administrator

**Accountable to:** Director of Careers and Higher Education

### **As Careers Administrator:**

- Developing, maintaining and promoting a Careers Guidance and Advice service for all students, including use of Cloudbase, RGS website
- Organisation of the Year 12 Management Conference
- Organisation of the Careers Activity Days
- Producing a monthly careers bulletin
- Embedding Careers information and events in subject departments
- Working with the Student Careers Ambassadors
- To administer:
  - Moxbridge programme
  - Annual programme of Careers talks
  - Biennial Careers Fair
  - Careers Library and Careers Room
  - Careers/Oxbridge Trips
  - Records of attendance at events
  - Feedback forms
- To run a weekly Careers drop in session at break and lunchtime