

Job Description

Position: Careers Office Assistant

Line Manager: Head of Careers

Purpose of this post

The Careers Assistant role is to assist and support the Head of Careers in providing comprehensive career development services to students and graduates. This role involves administrative support, event coordination, resource management, and assistance to students seeking guidance on applying to various countries universities and careers matters. Help the students explore career paths and understand job market trends.

Duties & Responsibilities

Administrative support:

- Assist with day-to-day administrative tasks, including answering phone calls, responding to emails, and managing appointments.
- Maintain and update career resources, databases and student records.
- Prepare and distribute career-related materials and correspondence.

Student Support:

- Assist students in the creation of resumes, cover letters, and other job application materials.
- Provide information on higher education opportunities, vocational training, internships, and apprenticeship programs.

Career Guidance:

- Schedule and confirm appointments for career counselling sessions and workshops
- Assist with the preparation of career education and instructional materials, assist students in locating and using college/career information as needed for research.
- Provide information on scholarships, entrance exams, and financial aid for further education.
- Assist students with the use of career assessment tools and resources.
- Provide initial advice on CV writing and universities applications and internships.

Work Experience Programs:

- Help match students to relevant placements based on their academic interests, career aspirations, and personal strengths.
- Ensure proper documentation is in place for each placement, including agreements between the school, the employer, and the student.
- Coordinate the scheduling of placements to ensure they fit within the academic calendar and don't conflict with students' class commitments in coordination with the Head of Careers. This could include setting up part-time placements during school hours or full-time experiences during school holidays.
- Maintain contact with students during their work experience placements to ensure they are comfortable, supported, and learning effectively. This can include check-ins, site visits, or regular progress updates in coordination with the Head of Careers.

Career Resources and Events:

- Assist in coordinating career fairs, workshops, guest speaker sessions, and field trips that expose students to different industries and career opportunities.
- Help organize and facilitate workshops on career planning, job search strategies, resume writing, and interview skills.
- Manage event registrations and provide on-site support during events.
- Arrange guest speakers or alumni to discuss various career fields and industry trends.
- Maintain and update a resource library of career-related materials, including books, brochures, and online tools.

Resource Management:

- Maintain and organize career resources such as careers boards, internships, and reference materials.
- Assist in the development and updating of online resources and career services web pages and brochure.

Collaboration:

- Assisting the Head of Careers in maintaining collaborative work with teachers, employers, local businesses, and further education providers to create a network of opportunities for students .
- Keep students informed of employment trends, labour market developments, and career opportunities in collaboration with the Head of Careers.
- Work collaboratively with the Head of Careers to ensure perfect service delivery.

Non limiting clause

This job description is not intended to be a complete or limiting description of the tasks or responsibilities that the post holder may reasonably be requested to undertake. The job description may be changed to meet new demands or circumstances and following consultations between the post holder and the Headteacher/Principal.