



Job Title: Administrative Assistant (Careers)

Contract Hours: 35 hrs week, 39 weeks per year

Grade : 3, Point 4-6

Responsible to: Careers Manager

Overall Responsibility:

- To arrange and coordinate all work experience for students at Thomas Gainsborough School at Key Stage 4 & 5.
- Liaise with external employers to maintain employer relationships and establish new contacts.
- To support careers related activities throughout the academic year.

Main Duties

Work Experience

- Liaise with employers, families, students and staff members to secure work experience for students
- Log all placements on Arbor and spreadsheets
- Visit students whilst on work experience, complete questionnaires with students and speak to employers regarding their attendance, behaviour and attitude.
- Follow up after work experience with students and employers to thank them for their support in the work experience programme.
- Issue certificates to students who have successfully completed work experience.
- Support the careers manager to provide inductions for tutor groups to explain how to achieve half and full ribbons. Record all inductions on Go4Schools and spreadsheets.

- Support students during break and lunch to go through ROA evidence and record/award half ribbons/stamp folders
- Work with students individually in Year 11 to discuss ribbons they have and how to improve their ROA folders ready for Graduation
- Check all Employability Trackers from year 11 students on Google classroom/chase when necessary.
- Check progress ribbon via Go4Schools and give certificates to individuals.
- Record ribbons for each student on a spreadsheet ready for Graduation.
- Clean folder, attach ribbons and sort folders ready for Graduation Day
- Attend Graduation to oversee presentation of folders in correct order as per programme.
- Support the organisation of the student mock interviews, speed networking event and the What's my job event.
- Record careers activities on Morrisby.
- Put careers merits on G4S

Additional Responsibilities

- Undertake any duties reasonably requested by the Head Teacher or Line Manager