

The Role

Title:	Careers Administrator
Contract:	Permanent – Term Time only
Hours:	18 Hours – Days to be discussed
Grade:	6
Annual Salary:	£12,040 – £12,973 (FTE 28,792 - £31,022)
Start Date:	As soon as possible
Closing Date:	Friday 27th February 2026
Interview Date:	To be agreed – WC 2nd March

An exciting opportunity has arisen for a highly motivated and enthusiastic individual to join our school as a Careers Administrator.

Our Careers Department plays a crucial role in supporting students as they explore future pathways, develop essential employability skills and prepare for life beyond school. We are committed to delivering a high-quality, aspirational careers programme that embodies learning without limits. This is a fantastic opportunity for the successful candidate to contribute to the continued growth and development of this important area.

You will play a key role in coordinating and delivering our careers provision, ensuring students have access to meaningful experiences, guidance, and opportunities. The successful candidate will understand the importance of high-quality careers education and will have the passion, organisation and commitment needed to support exceptional outcomes for all learners.

USH is a heavily oversubscribed community school with just over 1050 students and 140 staff. We are incredibly proud of our family ethos and our success in delivering values-led education. Our students are vibrant, aspirational and well-behaved. We are known for our excellent career progression routes and we attract professionals who are willing to contribute to our sustained success.

USH is a Leading-Edge School, consistently ranked high in Hampshire schools for overall achievement. USH is pleased to be an SSAT Leadership Delivery Partner. The school was delighted to be awarded SSAT accreditation for Engaging with Evidence and Research in 2026 and for Transforming in Professional Learning in 2025.

If you are motivated to make a difference to the lives of young people and have a commitment to excellence, then this could be the job for you. Please do not hesitate to contact us if you have any questions about the role or would like to come into school to see the USH family in action.

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The successful candidates will be:

- Highly organised and proactive
- Communicates confidently with students, staff, and external partners
- Has strong interpersonal and relationship-building skills
- Works well independently and as part of a team
- Is committed to supporting positive student outcomes
- Has excellent attention to detail and administrative skills

APPLICATION PROCEDURE

We positively encourage prospective candidates to enquire about our school prior to applying. Please contact our recruitment team via email: recruitment@ushschool.org

Full details and application forms can be downloaded from our website:
http://uppershirleyhigh.org/staff_vacancies. Please return your completed applications to
recruitment@ushschool.org.

Please submit your application as soon as possible as we may invite candidates to interview before the closing date.

SAFEGUARDING

All schools within the Trust are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring Service checks along with other relevant employment checks.

THE JEFFERYS EDUCATION PARTNERSHIP

The Jefferys Education Partnership is part of an umbrella Trust called the Hamwic Education Trust. At the Hamwic Education Trust we offer unique opportunities for those individuals that excel in education.

We aim to deliver an outstanding education to our pupils and to do so we must employ **outstanding** people.

We offer a training pathway for all employees including teachers, support staff and our middle and senior leaders.

Our staff have opportunities to work on cross phase projects and to work in other schools within the Trust in order to gain invaluable experience and enhance their skills.



01

Excellent CPD opportunities to support you through all stages of your career.



06

Vivup provides benefits and discounts for cinema trips, leisure activities, days out, travel bookings, high street vouchers and more.



INDUCTION



An individual induction programme for all new staff to support your transition to USH.

02



EYE TESTS



Free eye tests up to the value of £25 for users of VDU equipment and contribution up to the value of £60 towards the purchase of glasses.

07



NETWORK

We have strong network groups for all staff across the city and Hampshire to support all roles.

03



WELLBEING

Free confidential telephone and face to face counselling for staff and family members. Access to the Trust Health and Wellbeing pages.

08



FLU JABS



FREE Flu vaccinations for all staff on site.

04



FLEXIBLE TIME



All teachers are able to manage their PPA time flexibly and work off-site if they choose.

09



APPOINTMENTS

Flexible and generous approach to appointments and family events.

05



WELLBEING GROUP

A dedicated staff group looking at workload and wellbeing, meets regularly to review workload and develop the USH Wellbeing Charter.

10



Job Description

Title:	Careers Administrator
Hours:	18 hours per week, term time only
Grade:	6
Responsible to:	Careers Department Line Manager

Key Responsibilities

- Updating databases, to ensure the school accurately logs all careers activities by individual student
- Under the direction of the Careers Adviser, collating necessary trip paperwork (e.g. registers and student medical lists) and helping to create trip risk assessments and itineraries
- Under the direction of the Careers Adviser, drafting trip letters, collecting trip reply slips and forms and answering any staff and/or parent enquiries
- Under the direction of the Careers Adviser, helping to plan and organise careers-related school events
- Accompanying the Careers Adviser on offsite trips and activities: → Gaining a first aid qualification (if not already held) to be the designated trip first aider → Gaining a MIDAS certificate (if not already held) to be the designated minibus driver
- Contacting local employers to develop a register of employers for work experience placements
- To liaise with other school staff and outside agencies/organisations as appropriate
- To carry out any other administrative or clerical procedure, within the responsibility level of the post, as directed by the Head Teacher or Business Manager.
- Use expert knowledge of careers information and labour market information and Intelligence to enable pupils to identify, access, interpret and utilise valid and current information that is relevant to them, including the appropriate use of information technology, e.g. social media and web-based information sources.
- To organise careers fairs and other relevant activities in conjunction with the Careers Leader.
- To provide advice to the Careers Leader on the range of resources and the role of opportunity providers, other education, training and employment providers and relevant others e.g. Enterprise Co-ordinator/Adviser in the development and delivery of the career guidance programme in school and the achievement of the Gatsby Benchmarks.
- To facilitate career-related learning activities in groups with pupils.
- To assist, where relevant, with the monitoring, evaluation and reporting on the effectiveness of the career guidance programme in achieving the Gatsby Benchmarks and the Quality in Careers Standard.

Supporting the school:

At an appropriate level, according to the job role, grade and training received, all employees in the school are expected to:

- Support the aims, values, mission and ethos of the school and participate in a team approach to all aspects of school life.
- Attend and contribute to staff meetings and INSET days as required, and identify areas of personal practice and experience to develop.
- Take appropriate responsibility for safeguarding and children's welfare and be aware of confidential issues linked to home/child/teacher/school and keep confidences appropriately.
- Be aware of health and safety issues and act in accordance with the school's Health and Safety Policy.
- Carry out lunchtime and break time duties as directed.

Other Duties:

The postholder may be expected to carry out duties other than those given in the job description where the level of responsibility is similar and he/she has appropriate qualifications or receives appropriate training to carry out these duties.

The postholder must:

- Ensure that Trust policies and procedures are implemented and followed.
- Work as appropriate with the Trust Central Services team in matters relating to finance, HR, IT and Health and Safety.

Person Specification

Title: Careers Coordinator
Hours: 18 hours per week, term time only
Grade: 6
Responsible to: Careers Department Line Manager

Skills/ ability/ experience	To do what?	How well? Now or with training?	How important at the time of appointment?
Knowledge & Understanding:			
A good understanding of business administration and several years' practical experience of administrative processes	To effectively undertake a range of administrative tasks	Now	5
English and Maths to GCSE Grade C or equivalent	To demonstrate a good level of numeracy and literacy	Now	5
Business Administration qualification to NVQ level 2 or equivalent	To provide the business knowledge and theoretical context for school administration	Desirable but not essential	3
First Aid Qualification	To administer First Aid to pupils as required	Desirable but not essential Training in school-specific systems will be given	4
Mental Skills:			
Ability to analyse and interpret a variety of data	To run reports, analyse data and supply information to managers as required	Ability now - with training in specific systems	3
Interpersonal & Communication Skills:			
Ability to communicate effectively to a range of audiences, through good written and excellent oral communication skills	To receive visitors, answer the telephone and to develop and maintain effective working relationships	Now	5
Physical Skills:			
Word processing ability (to RSA level 2 or equivalent ability level)	To produce documentation and correspondence and to operate a variety of computer systems	Now – training given in	4

		specific school systems and processes	
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Initiative & Independence:

Ability to work on own initiative and to organise/prioritise own workload	To work without close supervision and to make routine judgements and decisions without reference to manager	Now, with support	4
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Mental Demands:

Ability to concentrate on detailed work for short/medium periods of time	To analyse data, produce statistical information etc	Now	4
Ability to be flexible and cope with interruptions in workload	To deal with enquiries and urgent work requests	Now	4

Responsibility For Physical Resources:

Ability/experience in using school management computer systems and general office packages (Word, Excel etc)	To input details, analyse and interpret data, run reports and make returns as required;	Desirable, but training will be given	4
Understanding of confidentiality of data	To be responsible for confidential records containing pupils' personal information	Awareness now	5