

Careers Coordinator (part-time)

Job Description

Purpose of the role

We're looking for an organised and proactive Careers Coordinator to support the Strategic Careers Lead in delivering an engaging and fully compliant careers programme across all year groups.

This role is central to ensuring careers events run smoothly, employer engagement is strong, and all statutory expectations—including the Gatsby Benchmarks and Provider Access Legislation—are met.

Key responsibilities

1. Careers Events & Employer Engagement

- Plan and deliver the Year 8 and Year 10 Careers Carousels, coordinating employers, external partners, logistics, and event schedules.
- Organise the Apprenticeship Information Evening for parents, including liaising with employers and training providers, securing speakers, and managing promotion and logistics.
- Schedule and run careers and employer encounter assemblies throughout the year, drawing on apprenticeship providers, colleges, universities, training organisations, and alumni networks.
- Coordinate careers workshops across all year groups—covering topics such as CV writing, personal statements, student finance, apprenticeships, and employer encounters—ensuring compliance with Gatsby Benchmarks and Provider Access requirements.
- Lead the organisation of Year 12 Mock Interview Week, managing employer liaison, scheduling, and logistics.
- Support and coordinate curriculum-linked trips or employer encounters that enhance progression pathways.

2. Work Experience

- Support the rollout and daytoday management of Year 10 Work Experience, including placement tracking, communication with employers, students and parents, and all related documentation and compliance.

3. Information, Communication & Compliance

- Produce and circulate the termly Careers Newsletter.
- Keep the careers section of the school website up to date.
- Share careers opportunities via tutor time, enrichment bulletins, and other communication channels.
- Administer the Future Skills Questionnaire across relevant year groups.
- Maintain accurate tracking of leavers' destination data.

Working relationships

The Careers Coordinator will work closely with the Strategic Careers Lead, who sets the overall vision and direction for the programme. The Coordinator will take ownership of operational delivery—ensuring activities are well-organised, communication is effective, and students receive a high-quality careers experience.

We're looking for a motivated and well-organised Careers Coordinator to support our Strategic Careers Lead in delivering an inspiring, fully compliant careers programme across all year groups.



You'll take the lead on planning and running key events such as the Year 8 and Year 10 Careers Carousels, the Apprenticeship Information Evening, and Year 12 Mock Interview Week. The role also involves liaising with employers and education providers, managing work experience placements, and keeping our careers communications and website up to date.

This is a great opportunity for someone who enjoys organising events, building partnerships, and helping young people explore their future pathways.