



# WATFORD GRAMMAR SCHOOL FOR GIRLS

Headmistress: Miss Sylvia Tai BA (Hons)

## INFORMATION PACK FOR APPLICANTS

<b>Name of Post:</b>	<b>Careers Administrator</b>
<b>Required from:</b>	<b>as soon as possible</b>
<b>Location:</b>	<b>Watford, Hertfordshire</b>
<b>Closing Date:</b>	<b>noon 20<sup>th</sup> May 2022</b>
<b>Interviews:</b>	<b>Thursday 26<sup>th</sup> May 2022 (tbc)</b>

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Thank you for requesting details of the above post. The following documents form part of this pack: this applicant letter, job description and person specification. In order to apply please use the teaching staff application form on our website, and make yourself familiar with our child protection and safer recruitment policies, also on the website. Please also complete the Equalities Monitoring form via the link.

You are welcome to send a copy of your CV however it must be accompanied by a fully completed and signed application form. A CV alone will not be considered. The application form can be completed and returned electronically however if this is the case it will need to be signed in person if you are called for interview.

Completed application forms will not be acknowledged. Successful applicants will be notified within two days of the closing date. Applicants who are not called for interview will not be informed that they have been unsuccessful.

Applicants invited for interview will be required to bring with them original copies of relevant qualifications for verification, including for teachers evidence of their degree certificates and teaching qualifications, as well as documentation to comply with the provisions of the Immigration, Asylum and Nationality Act 2006. Details of documents required will be specified in letters to those called for interview.

Please note that applications will be reviewed upon receipt and applicants may be contacted prior to the closing date.

Contact details for Return of Completed Application forms and other enquiries:

Sue Granville  
EA to Headmistress  
HR Manager

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[watfordgrammarschoolforgirls.org.uk](http://watfordgrammarschoolforgirls.org.uk)

Registered in England & Wales Company No: 07348254 Registered name and address as detailed

Watford Grammar School for Girls  
Lady's Close,  
Watford, Hertfordshire  
WD18 0AE



# Watford Grammar School for Girls

## Job Description: Careers Administrator & Main Office Support

**Position:** Careers Administrator

**Department:** Careers

### Context of the post

In all matters the foremost will be the supporting of the aims of the School and the policies laid down by the Governing Body. The spirit of all the school policies is summed up by our Ethos:

“The Ethos of the school is based firmly on our record of academic success. We encourage all girls to strive for academic excellence. We value hard work, scholarship and reading and believe that these should remain part of each girl’s life as she develops a life-long love of learning. We strongly encourage girls to achieve their highest potential and to participate actively in all areas of school life, such as music, sport, community service and enrichment opportunities. We exhort girls to aim for the highest standards in everything they do and we recognise each girl’s individual talents. We build the confidence, resilience and personal responsibility of the girls by taking every opportunity to develop these in lessons and extra-curricular activities, and by encouraging girls to participate in opportunities that will enrich and enhance their school experience. As a community, we respect our traditions and promote care, consideration, toleration and trust.”

It is the responsibility of every member of staff to ensure at all times the safety of the children in their care. All adults working in the school should know about the school’s child protection procedures and the identity of the Designated Senior Person.

The post holder will take part in an annual Appraisal at which targets will be set and development needs identified. From time to time s/he will review her/ his own programmes of work and to participate in arrangements for further training and professional development.

### Specific Responsibilities: Careers Administrator

The purpose of the role is to assist with the co-ordination and development of Careers Education, Information, Advice and Guidance (CEIAG), including Work Related Learning, throughout the school, in line with national requirements. The Careers Administrator works with the Head of Careers, the YC Hertfordshire Careers Adviser, and with the Heads of Years and form tutors to facilitate the delivery of the careers programme.

The specific responsibilities of the **Careers Administrator** are:

- To work with the Head of Careers to ensure that national standards for CEIAG (Careers Education, Information, Advice and Guidance) are met by the school.
- To assist with the delivery of careers-based PACE sessions by:
  - a. copying and preparing resources;
  - b. distributing relevant resources to form tutors in a timely manner, and collecting back;
  - c. being the main point of contact for form tutors in regards to resources;
  - d. ensuring that there is a clear, and up-to-date filing system for all PACE resources.
- To plan the programme of individual guidance interviews by:
  - a. organising the schedule of appointments and informing form tutors and pupils about appointment times;
  - b. liaising with the YC Hertfordshire Adviser to deliver the planned programme;
  - c. keeping up to date records of pupil attendance at guidance interviews;

- d. ensuring action plans are sent to pupils in a timely manner, and copies are kept in our files;
- e. liaising with Head of Careers, Heads of Years and form tutors to identify pupils with additional needs, and ensuring that extra sessions are allocated to these pupils;
- f. contributing to feedback about the effectiveness of the programme at the end of the academic year.
- To assist with the delivery of work-related learning by:
  - a. holding meetings with work experience pupils to ensure that placements are a good fit to their needs or future career plans;
  - b. providing advice to year 9 pupils on how or where to source work shadowing placements;
  - c. visiting pupils during their work experience to ensure that there are no issues with the placement from either the pupil's or employer's point of view;
  - d. liaising with form tutors, and communicating with parents to ensure that all relevant paperwork is collected in;
  - e. ensuring that all relevant paperwork is sent out to work experience employers.
- To assist with the provision of extra-curricular careers talks and events by:
  - a. investigating potential contacts and approaching businesses;
  - b. organising speakers for lunchtime talks, as necessary;
  - c. assisting with administrative tasks necessary for careers fairs.
- To maintain the careers library by:
  - a. ensuring materials are displayed clearly, and that the library is kept in a tidy manner;
  - b. updating reference materials as necessary;
  - c. updating displays, utilising the careers prefect as necessary;
  - d. contributing to careers library audits.
- To act as a point of contact for pupils in relation to careers advice and information
- To assist with reviewing and evaluating aspects of careers provision on a regular basis.
- To ensure that the database of contacts willing to volunteer for careers sessions is kept up to date by adding records onto the OGA database.
- To assist with the delivery of Morrisby testing by allocating pupils to interview sessions.
- To oversee the duties of the careers prefect.

### **Other responsibilities: Main Office**

- Reception Lunch cover/support
- Emergency reception cover support if needed
- Other Administration tasks as required

## Organisation structure

NB: The Office Manager will contribute towards the annual appraisal process in relation to the Main Office responsibilities.



## Notes

1. All staff are expected to demonstrate consistently high standards of personal and professional conduct. The following statements define the behaviour and attitudes which set the required standard for conduct.
2. Staff uphold public trust in the teaching profession and Watford Grammar School for Girls and maintain high standards of ethics and behaviour, within and outside school, by:
  - Treating pupils and colleagues with dignity, building relationships rooted in mutual respect and at all times observing proper boundaries appropriate to their professional position.
  - Having regard for the need to safeguard pupils' wellbeing, in accordance with statutory provisions as appropriate.
  - Showing tolerance of and respect for the rights of others
  - Not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs
  - Ensuring that personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the law.
  - All staff must have proper and professional regard for the ethos, policies and practices of Watford Grammar School for Girls and maintain high standards in their own attendance and punctuality.
3. Teachers must have an understanding of, and always act within, the statutory frameworks which set out their professional duties and responsibilities.
4. It is a statutory requirement that all public sector workers in customer facing roles must be able to speak English fluently and you will be expected to demonstrate at interview and in the classroom the ability to converse at ease and at an appropriate level in accurate English with pupils, parents, and visitors to the school.
5. This framework of duties is in addition to the expectation on all teachers to mark work, write reports, prepare lessons, and prepare materials and teaching programmes. Please refer to the Conditions of Employment, (section 3: Teaching, other activities, assessments and reports, educational methods, discipline and health and safety, staff meetings, examinations, administration etc.)
6. The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.

7. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part may be so construed.
8. This job description is not necessarily a comprehensive definition of the post.
9. The duties and responsibilities listed describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be deemed necessary by the Headmistress.
10. The job description will be reviewed regularly and may be subject to modification or amendment at any time after consultation with the post holder.



## Watford Grammar School for Girls

### Person Specification

Position (Non Teaching) : Careers Administrator & Main Office Support    Department: Careers

	<b>Requirement</b>	<b>If ticked this is essential</b>	<b>How this will be assessed</b>
<b>Qualifications</b>	• GCSEs at grades 9 to 4 (A* to C) in English and Maths	✓	<i>Application form</i>
	• Careers based qualification		<i>Application form</i>
<b>Experience</b>	• Strong capability using Microsoft Outlook, Word and Excel	✓	<i>Interview process</i>
	• Experience with using Mail Merge		<i>Application form</i>
	• Experience with Microsoft PowerPoint		<i>Application form</i>
	• Experience with Unifrog		<i>Application form</i>
<b>Knowledge</b>	• Understanding of the Gatsby benchmarks		<i>Interview process</i>
<b>Skills and Competencies</b>	• Excellent organisational and administrative skills	✓	<i>Application form</i>
	• Works well with others	✓	<i>Application form</i>
	• A self-motivator who can work independently	✓	<i>Application form</i>
	• A good listener	✓	<i>Application form</i>
	• Ability to offer impartial guidance and advice to pupils	✓	<i>Interview process</i>
<b>Communication skills</b>	• Articulate and accurate communication	✓	<i>Application form</i>
	• Ability to communicate with a range of different people including teaching staff, pupils, parents, employers and external agencies	✓	<i>Interview process</i>
	• Ability to speak in front of groups of people		<i>Application form</i>
<b>Personal Attributes</b>	• Enthusiastic about helping pupils research potential career paths	✓	<i>Interview process</i>
	• A strong commitment to challenge stereotypical thinking, and promote ambition in regards to careers	✓	<i>Interview process</i>
<b>Other</b>	• Current driving licence	✓	<i>Application form</i>
	• Understanding of the aims of the school	✓	<i>Application form</i>

Applicants called for interview should note that the interview itself (and/or any additional tasks to be performed, if applicable) will, as appropriate to the role:

- (i) Focus on the requirements to carry out the duties of the job, as described
- (ii) Explore issues relating to the safeguarding and promoting the welfare of children, including:
  - Motivation to work with children and young people
  - Ability to form and maintain appropriate relationships and personal boundaries with children and young people
  - Emotional resilience in working with challenging behaviours
  - Attitudes to use of authority and maintaining discipline.
- (iii) Be used to explore any relevant issues arising from references received.