

Employability (Careers) Coordinator

37 hours per week, term time plus 2 weeks

8.30 am – 4.30 pm, Monday – Thursday, 8.30am – 4.00pm Friday
with half an hour unpaid lunch break

Grade 12 £21074 - £23866 per annum pro rata

Actual Salary £18347 - £20,778

There may be an opportunity for the post to be part time hours (minimum 30 hours)

An exciting opportunity has arisen for an Employability Coordinator at The Kings of Wessex Academy to provide an outstanding employability service for our students. The Employability Coordinator will be responsible for delivering a coherent programme of activities that inform, inspire and motivate young people, preparing them for work and further education and helping them to understand where different education and training choices can take them in the future. The post holder will ensure activities are co-ordinated, readily available to students and communicated throughout the Academy. Engaging with local businesses and employers and enlisting their support to develop long-lasting and sustainable work experience placements.

Candidates will need to demonstrate the following

- Ability to work in a fast-moving environment, often with conflicting priorities
- Excellent, interpersonal, coordination, administration, organisational and problem-solving skills
- Excellent interpersonal and communication skills with the ability to communicate build and maintain positive working relationships with students, a wide range of professionals, educational establishments, local business, potential employers, community partners, parents/carers and school colleagues
- IT literacy, educated to at least GCSE Grade C Level in English and Maths, a sound working knowledge of Microsoft packages with the ability to establish and implement robust systems and procedures which can be easily followed and evaluated ensuring ongoing process improvement
- Flexibility, with a willingness at times to work some additional hours, which may be unsociable and outside of school term time (e.g. parent evenings) and in a framework which supports young peoples' personal achievement and development

Closing date: 08.00 Friday 9 November 2018

Interview date: Wednesday 14 November 2018

To apply for this position, please complete a support staff application form, (which is available on our website), together with a letter of application for the attention of Mr G Ball (Executive Head Teacher). Your letter should be no more than two pages of A4, detailing your experience to date and why you are the best candidate for the position. Completed applications should be returned by post or by email to jobs@kovessex.co.uk

This post requires a criminal background check via the Disclosure Procedure