

# HEREFORD SIXTH FORM COLLEGE

## JOB DESCRIPTION

**NAME:**

**JOB TITLE:** CAREERS ADMINISTRATOR

**LINE MANAGER:** HEAD OF DEPARTMENT

**FULL/PART TIME:** FULL TIME – Term time only + 10 days

### **PURPOSE OF THE JOB**

To assist the Head of Careers and the Careers Department team in all aspects of secretarial, administrative and clerical work relating to the Department.

### **CAREERS DEPARTMENT**

#### **Principal responsibilities of Careers Administrator**

#### **ADMINISTRATION DUTIES**

- To compose and produce letters on behalf of the Careers Team.
- To word process and distribute internal memos/emails/text to staff and students.
- To assist with the production and distribution of material relating to the careers programme.
- To compose and disseminate information relating to careers matters for the College Bulletin and input items on IMPACT.
- Update Careers diary/calendar.
- Update Careers Room (A059) booking diary.
- Reception duties in Careers and answer student enquiries.
- Update local colleges Open Day poster in Autumn Term.
- Help obtain destinations data.
- Maintain spreadsheet recording 'Careers Interviews Evaluation Sheets'.
- To keep all Careers Dept noticeboards and A frame displays up to date and tidy.
- Monitor Mock Interview request sheets.
- Organise and maintain prospectus and information in Careers Room.
- To order careers material on behalf of the department.
- Attend Departmental meetings, take and disseminate minutes.
- Book speakers for various workshops/presentations and complete administration (risk assessments, lunch orders, IT requests) and advertising events.
- Maintain Speakers spreadsheet.
- Create posters/material for careers events.
- Help with Meet Your Future.
- Supervise students in Careers Room.
- Arranging refreshments for Careers Advisers Forum (monthly).
- Any other Careers administration that is required on an ad hoc basis.

## **TELEPHONE**

- To make telephone calls on behalf of the members of the department and occasionally, students.
- To receive in-coming calls for the department and deal with them as appropriate.

## **CONFERENCES/CONVENTIONS/EVENTS**

- To oversee and manage the planning, administration and organisation of events, conferences, Open Day visits etc. (e.g. UCAS Exhibition Worcester, HE Fair).
- To liaise with guest speakers and other visiting agencies.
- To prepare signs and notices relating to careers events.
- To promote events for students via all relevant media.
- Participate in Careers trips and events.
- Assist at College Open Events whenever possible (outside normal working hours).

## **UCAS**

- Assist in the registering of students on UCAS.
- Prepare administration for UCAS applications.
- Maintain up to date knowledge of qualifications taken at HSFC.
- Check all qualifications on all UCAS applications submitted.
- Help submit UCAS applications.
- Submit letters of 'extenuating circumstance' to universities following UCAS application.
- To assist with UCAS enquiries from students.
- List all ex-students requiring UCAS help and backdate references.
- Promote ex-students support session and assist during event (outside normal working hours).

## **HE+**

- Help with general admin of HE+ - to include HE+ sessions and residential visit to Cambridge.

## **ADMISSIONS**

- Carry out pre-enrolment interviews in local schools as and when possible.
- Assist at enrolment.
- General help with handing out literature and guiding students to rooms at Year 10 and Year 11 Taster Days.

## **OTHER DUTIES**

- To provide administrative and reception cover if required.

## **GENERAL RESPONSIBILITIES**

1. To be responsible for and committed to promoting and safeguarding the welfare of children, young persons and vulnerable adults whether responsible for, or in contact with them.

2. To observe the College Health and Safety policy at all times, taking responsibility within own areas as set out in the policy.
3. To be fully aware of and implement College policies relating to equality and diversity and actively promote positive practice.
4. To comply with all other College policies and procedures.
5. To undertake continuing professional development.
6. To support the College with administrative tasks that facilitate the successful running of the College, as and when necessary.
7. To undertake any other duties commensurate with this post as the Principal may from time decide.

Signed:

(Principal)

Date:

I acknowledge that I have seen and received a copy of the above Job Description.

Signed:

Date: