

# Job Description and Person Specification



## Careers & Work Experience Administrator

<b>Salary:</b>	<b>£12,465 - £13,578pa inclusive</b>
<b>Hours:</b>	<b>18 hours per week</b>
<b>Leave:</b>	<b>90 hours per annum plus up to 18 hours Christmas efficiency closure plus public holidays</b>
<b>Reports to:</b>	<b>Careers Manager</b>
<b>Location:</b>	<b>This post will initially be based at the Main Campus, Isleworth, however some travel to the Skills + Logistics Centre in Feltham may be required.</b>

**The purpose of the post:** The Careers & WEX Administrator will provide essential administrative support to the Careers Team and WEX Coordinator, ensuring the effective organisation and delivery of career services and work experience programs. This role requires strong administrative abilities, meticulous time management, and the capacity to meet deadlines efficiently. Key responsibilities include managing records, facilitating communication, and assisting in the coordination of activities aligned with the Gatsby Benchmarks and Skills Builder framework.

### 1. Administrative Support:

- Schedule appointments, manage calendars, and maintain comprehensive records for career guidance and work experience.
- Respond to inquiries from students, parents, and employers regarding career services and WEX opportunities.
- Provide general administrative support, such as handling correspondence and preparing relevant documentation.

### 2. Resource Management:

- Maintain an up-to-date database of career resources, job listings, and training opportunities.
- Organise career-related materials for easy access by students and staff.
- Assist in creating materials to support workshops and career events.

### 3. Work Experience Coordination:

- Support students in applying for work experience, including CV, DBS, and interview preparation.
- Liaise with employers and partners to organise and monitor work placements.
- Collect and review feedback from work experiences for continuous program improvement.

### 4. Event Support and Compliance:

- Assist in planning career events that meet the Gatsby Benchmarks.
- Coordinate guest speakers, workplace visits, and industry engagement sessions.
- Ensure all administrative processes comply with relevant legal and safeguarding standards.

#### 5. **Skills Development Support:**

- Provide comprehensive administrative support and contribute to the preparation of workshops aimed at enhancing employability skills, integrating the Skills Builder framework to develop key competencies such as communication, problem-solving, and teamwork.
- Assist students in setting realistic, personalised goals for their skill development, and provide them with the necessary resources, feedback, and guidance to monitor progress and achieve their targets effectively.

#### 6. **Additional Duties:**

- Attend open days/evenings, employer seminars as appropriate, and undertake additional duties at enrolment or other comparable cross-college duties as required, including occasional evening duty.
- To undertake any other duties broadly similar as required by the Director of Student Experience.
- To be prepared to work flexible hours as required.
- To keep skills up to date through continuous professional development
- Undertake additional duties, which may involve occasional evening work at enrolment times, on college open days and adult careers information sharing.
- Promote a positive image of the college in all contacts with students, employers and professional bodies.
- Adhere and comply with the college financial regulations.
- Carry out any other reasonably comparable duties that may be required from time to time.
- Undertake training and development as required, and directed

## **Person Specification**

Please review this person specification carefully. When completing your application, describe your knowledge, skills, and experience as they relate to the following criteria:

- **Qualification:** Hold a Level 4 or equivalent qualification in Administration, Business, Education, or a related discipline, emphasising strong administrative skills.
- **Relationship Management:** Demonstrate administrative expertise in building and maintaining relationships with employers, especially in educational or vocational settings, ensuring clear communication and efficient coordination, including taking accurate and concise meeting notes.
- **Work Experience Coordination:** Exhibit proficiency in administratively managing work experience programs and T Level Work Placements, with a focus on data capturing and report writing.
- **T Level Framework:** Display familiarity with the T Level framework, showcasing an understanding of its structure and handling administrative tasks associated with work placements.
- **Organisational Skills:** Highlight exceptional organisational and project management skills, particularly in administratively managing multiple work experience placements with attention to timeliness and precision.
- **Communication:** Demonstrate strong administrative communication and interpersonal skills, fostering engagement with employers, students, and stakeholders through clear, effective correspondence and documentation.
- **Advocacy:** Show ability to clearly articulate the benefits of work experience and present information to various audiences through well-prepared written materials and presentations.

- **Collaboration:** Emphasise experience in collaborating with internal teams, such as curriculum departments, career services, and Employability Coaches, to enhance administrative processes and achieve cohesive results.
- **Employability Skills:** Demonstrate an understanding of employability skills and the ability to support students administratively in developing these skills through work experience and volunteer opportunities, including progress tracking and guidance.
- **Data Management:** Show competence in data management and record-keeping, using college systems to maintain comprehensive records of work experience placements, employer contacts, and student achievements.
- **Industry Awareness:** Illustrate a proactive approach to staying informed about industry trends and shifts in employment landscapes, ensuring administrative procedures remain updated and effective.
- **Adaptability:** Highlight flexibility and the ability to adapt administrative processes to changing needs and evolving educational requirements.
- **Networking:** Demonstrate strength in networking, emphasising building and maintaining professional administrative relationships with employers and industry partners to facilitate work experience opportunities.
- **Legal Compliance:** Exhibit awareness of legal and compliance considerations related to work experience, volunteering, and student placements, ensuring that administrative procedures align with relevant regulations.
- **Prevent and Safeguarding:** Acknowledge awareness and understanding of Prevent and Safeguarding requirements, with an emphasis on ensuring administrative compliance for student safety and well-being.
- **Equal Opportunities:** Demonstrate a commitment to upholding equal opportunity principles, ensuring that all administrative practices promote inclusivity and fairness across work experience provision.

## **Equality and diversity**

West Thames College is committed to upholding excellence, integrity, equality, and respect. We strive for the highest achievements for our students and aim to create the best possible working environment for our staff.

Our college community is diverse and inclusive, welcoming individuals of all genders, ages, social and ethnic backgrounds, faiths, cultures, languages, and sexual orientations, as well as those with and without disabilities. Everyone is treated with equal respect and provided the same opportunities to thrive and succeed.

We embrace diversity, recognising that a rich mix of people enhances creativity and productivity. We champion equality because it is not only beneficial but also the right thing to do.

**Closing date: 27 November  
2024**

**Reference No: 6WCE011**

**Interview date: TBC**

# Conditions of Service

<b>Contract:</b>	Permanent Part time
<b>Salary:</b>	£12,465 - £13,578pa inclusive  Please note the salary range for this post is points 22 – 25 on the Support Staff scales. Progression up the incremental pay scale is automatic and awarded on 1 April annually. New entrants are placed on point 22 Where there is evidence of current earnings in excess of point 22, the applicant may be placed at the salary point higher than their current salary
<b>Pension:</b>	Staff are entitled to participate in the Local Government Pension Scheme subject to its terms and conditions.
<b>Annual Leave:</b>	90 hours per annum plus public holidays plus up to 18 hours Christmas efficiency closure
<b>Hours:</b>	18 hours per week
<b>Probation:</b>	Employees who commence their employment between 1 September and 31 May inclusive will be subject to 26 weeks probation before their employment can be confirmed as permanent.  Employees, who commence their employment between 1 June and 31 August, and those with term time only contracts, will be subject to 36 weeks probation period before their employment can be confirmed as permanent.  The extended period of probation is ensure that there is an adequate period of “normal” working during which to provide support and assess an employee’s performance.
<b>Disclosure</b>	The post will be offered subject to an enhanced Disclosure satisfactory to West Thames College which will be conducted by the Criminal Records Bureau.