

Ousedale School offers employees a friendly and supportive environment where teaching and associate staff work together to offer the highest standard of education and pastoral care. We are looking for a reliable, flexible and conscientious colleague to join our school for the post below.

CAREERS & WORK EXPERIENCE OFFICER

FTE: £25,603 - £26,577 pa (OA4)

Actual Salary: £13,019 - £13,515 pa

Hours of work: 22.5 hours per week (exact pattern to be discussed and agreed)

Contract: Term time only plus attendance at exam results day/s during the school holidays (which could be at either Newport or Olney campus) for which time off in lieu or additional hours may be claimed

Location: Newport Pagnell

(The post holder may be required to work on and travel to either of the school's campuses)

The Careers and Work Experience Officer will assist the CEIAG Manager in providing high quality careers information and guidance to students on a one to one or group basis. You will be facilitating sessions on all aspects of careers guidance, along with assisting students in making applications for employment, apprenticeships, Further Education and Higher Education courses.

This is a great opportunity for someone wanting to make a difference to the lives of our students as they transition from school to their next chosen pathway.

You will be excel competent with strong organisational skills, able to meet deadlines and be willing to work towards a professional qualification if you do not already have one. Experience of Unifrog desirable.

If you want to join our successful and vibrant school, please apply via My New Term.

The school is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

Applicants will be required to undergo child protection screening appropriate to the post. An enhanced DBS will be required. This post will be subject to the disclosure of criminal records and shortlisted candidates will be required to complete a self-declaration of criminal record form in advance of attending an interview. In addition, online checks will be completed in line with Keeping Children Safe in Education.

Application forms only will be accepted – please do not send in CVs.

Closing date: Midday – Monday, 24th June 2024

We will review applications on receipt. Suitable candidates may be interviewed before the closing date and we reserve the right to withdraw the position if an early appointment is made