



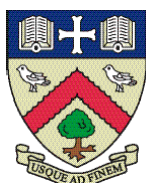
# Careers Administrator Candidate Information

November 2022



**CHELTENHAM  
BOURNSIDE  
SCHOOL**

Empowering lives  
through learning



# CHELTENHAM BOURNSIDE SCHOOL



## Welcome to Bournside

### People are at the heart of Bournside.

Rating us as “Good” in all areas, OFSTED saw that “staff well-being, as well as curriculum knowledge, are paramount”. Our staff and students are **Ambitious, Purposeful, Proud, Respectful, Curious, and Supportive**. These are our values and whilst you’ll see them written on our website and on our corridor walls, where you’ll really see them is in the way we work together, the way we talk to one another, the way teachers teach and students learn. All that leads to what OFSTED called “a harmonious school”.

Bournside is a large school with over 200 staff and 1,700 students. That means we have the resources to provide a wealth of opportunities: a sports centre and 4G sports pitches; a fully equipped Drama studio, a large library, specialised English and Maths blocks, 12 science labs and specialist design, technology, computing and media rooms. Our highly successful sixth formers have their own large base with numerous study rooms.

No one gets lost in the crowd, however. Indeed, OFSTED commented on the “strong sense of community for both staff and pupils” and that “pupils are ready for learning and engage well with teachers and other adults”. Everyone is a member of one of our six houses; coupled with our vertical tutor group model the house system aims to nurture and enhance a sense of family and community, strengthen home/school communication, and provide opportunities for older students to act as role models for younger students, enabling them to have meaningful conversations about school life and their future aspirations.

It’s not at all unusual for several generations from the same family to have been part of Bournside School. We’ve been part of the community of Cheltenham for many years having moved to our present site in Warden Hill in the early 1970s. Our value to the local community is developed in many ways: working closely with our neighbouring schools, taking the arts into the community, being the central hub for very many sports local sports teams, and, of course, being the school of choice for families in our part of Cheltenham and beyond.

If you have any questions regarding the position please contact Karen Heppelston, Careers Leader via email – [kah@bournside.gloucs.sch.uk](mailto:kah@bournside.gloucs.sch.uk). I would also very much encourage you to visit our school so you can see for yourself why it is a wonderful place to work.

There is a wealth of information about our school on our website, along with an application form should you wish to apply. We also ask for a supporting statement (maximum 2 sides of A4) outlining how you feel your experience, skills, and attributes would enable you to make a significant impact in the role. The deadline for applications is Monday 5<sup>th</sup> December 2022 at 3:30pm.

I look forward to receiving your application to join us in **empowering lives through learning**.

**Steve Jefferies**  
Headteacher





## Careers Administrator

**Start date: Immediate start**  
**Salary: £18,240- £19,253 pro rata**

**Contract: 37 hours per week, Term Time (39 weeks) plus 1 week to work during the summer holidays for results days.**

A fantastic opportunity has arisen to work in Gloucestershire's largest comprehensive school.

We are an established 11-18 single academy trust with a good reputation (Ofsted 'Good' rating 2022), wide catchment, and a strong presence in our community. Our school is consistently oversubscribed with a PAN of 300, and most of our students choose to stay with us for their post-16 study.



Empowering lives through learning.

**Applications by:**  
**3.30pm Mon 5<sup>th</sup> December 2022**

We are looking to appoint a Careers Administrator to support our Careers Leader, in providing a first-class support service to our students regarding all aspects of their future careers and aspirations

We are an equal opportunities employer and value and respect diversity across our whole school community. Bournside is committed to safeguarding and promoting the welfare of children and young people. All posts are subject to an enhanced DBS check. We reserve the right to interview and appoint prior to the closing date.

### **Application pack:**

[www.bournside.gloucs.sch.uk/school-information/careers-at-bournside/](http://www.bournside.gloucs.sch.uk/school-information/careers-at-bournside/)



# CHELTENHAM BOURNSIDE SCHOOL

## Job Description

### Careers Administrator

**Post title:** Careers Administrator

**Responsible to:** Careers Leader

**Hours per week:** 37 hours

**Working days and hours:** 8.30am-4.30pm Mon–Thurs, 8.30am-4.00pm Friday

**Working Weeks:** Term Time (39 weeks) plus 1 week (summer holiday – results days)

**Contract Type:** Permanent

**Salary:** £18,240 - £19,253 (Based on grades D3-D6 £20,812 – £21,968 FTE)

This school is committed to safeguarding and promoting the welfare of children and young people according to child protection and safeguarding guidelines and expects all staff to share this commitment. A satisfactory enhanced DBS check is required for all Employees.

### Purpose

To provide administrative support to the implementation of a strategy for developing a high quality careers programme for the school that meets all eight of the Gatsby benchmarks of good practice and prepares young people for the choices and transitions in education, training and employment.

### Specific responsibilities

- Provide administrative support for independent careers advice student meetings
- Provide administrative support for the collation of evidence towards the Gatsby benchmarks
- Provide administrative support to assist the Careers Leader in the planning, delivery and evaluation of enterprise and careers events across all key stages
- Provide administrative support for our work experience programme at the school
- Record student destinations beyond Bournside including the use of our MIS (Management Information System) - BromCom
- Provide administrative support for any careers related school trips and visits
- Undertake basic administrative duties such as answering telephone calls and respond to careers related enquiries
- Make initial contact with employers and other contributors to careers events
- Undertake administrative jobs such as typing, word processing and other IT based tasks
- Undertake photocopying, filing, and completion of routine forms
- Manage the provision of careers resources in the Careers area within the school
- Record careers activities on appropriate IT systems such as Unifrog
- Attendance at Careers events (some of which might take place in the evenings)

### Special conditions

This job description sets out the main duties of the post at the date it was drawn up. However, it is not intended to be an exhaustive or definitive list. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post. You may be required to carry out other duties commensurate with your role.



## Person Specification

### Careers Administrator

Bournside School will use this person specification as the selection criteria for the post, gained from applications, references, and interviews.

	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>Relevant educational qualifications at school/college/university, including Maths and English at Grade C/4</li> </ul>	<ul style="list-style-type: none"> <li>Health &amp; Safety Risk Assessment qualification</li> </ul>
<b>Experience, understanding, and knowledge</b>	<ul style="list-style-type: none"> <li>Demonstrable careers related experience</li> <li>Competent user of Microsoft Office packages including Word, Excel, and PowerPoint</li> <li>Experienced user of MailMerge software to manage large communication requests</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working in a school environment</li> <li>Understanding of child protection and safeguarding</li> <li>Experience of working with FE, universities and employers</li> <li>Understanding of careers software e.g. Unifrog and Careerpilot</li> </ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>Excellent oral communicator with effective interpersonal skills</li> <li>Strong written communication skills</li> <li>Ability to produce high-quality visual content across a range of mediums</li> <li>Self-motivated with high levels of personal drive</li> <li>Team player with a positive 'can do' attitude</li> <li>Ability to prioritise tasks effectively and efficiently to meet deadlines</li> <li>Strong attention to detail and high levels of accuracy</li> <li>Ability to handle confidential information sensitively</li> <li>Willingness to take on new challenges, demonstrating innovation, curiosity, and initiative to suggest new ideas or ways of working</li> </ul>	



## Settling in at Bournside

We will fully support you with your transition to Bournside. The Deputy Headteacher, oversees the provision for new staff, including your induction during the first year of teaching with us to support you in understanding and coping with your new role.

### Induction day

Depending on your start date, you may be invited to an induction day prior to joining us. Alternatively, this will typically be your first day. This full day of training provides information about the aspects of Bournside school life which will be needed as soon as your start, such as:

- School Leadership Structure – who to see for what
- School communication and meeting systems
- Induction procedures, performance management, and professional development
- ICT
- Health and safety procedures
- Safeguarding training
- Key policies
- Introduction to basic training requirements.

### Your mentor

You will also be allocated a mentor – probably your line manager – who will meet with you regularly to ensure you have the support you need.



### Continuing Professional Development

We are forward-thinking in our approach to Continuing Professional Development (CPD) and pride ourselves on the opportunities we offer to support your progression. Whether you join us as a member of teaching or support staff, we invest in your career through whole staff training, sharing best practice, peer observation, personal and departmental development time, focused workshops, external courses, and performance management and review.

We are delighted to have been awarded the Silver Award for Professional Development from the Teacher Development Trust (TDT) in recognition of our CPD provision for teaching and support staff.

The auditor praised the consideration of the needs of all colleagues is a real strength here, in particular considering how best to support the CPD needs of part-time staff and flexible working, showing a real understanding of the impact that a supportive working environment can have on teacher wellbeing and outcomes for students.



## Employee Benefits

### Support Staff

#### General

- Provision of all necessary IT equipment.

#### Lifestyle and wellbeing

- Attractive salary and pension
- Generous annual leave entitlement
- Free one-to-one wellbeing support
- Family friendly policies
- Onsite parking facilities and cycle storage
- Free access to the school's Gym
- Cycle to work scheme
- Discounted gift cards via Voucher Store
- Techscheme – save money on the latest tech from Apple and Currys PC World
- A comprehensive range of staff social events throughout the year
- Our dining centre and Pit Stop Cafe are open between 8:00am and 1:30pm every day.

#### Professional development

- Support to complete further academic study and professional qualifications.

#### Statutory and other benefits

- A wide range of statutory benefits including sick pay, maternity, parental, and adoption leave
- Enhanced Paternity Leave Policy
- We will honour your continuity of service in other state funded schools in relation to sick pay and pension rights.





# Our Values

## We are...

### **PURPOSEFUL**

We persevere to achieve our goals and aspirations

### **PROUD**

We celebrate everyone's effort and achievements

### **RESPECTFUL**

We care about each other and believe in equality and kindness

### **CURIOUS**

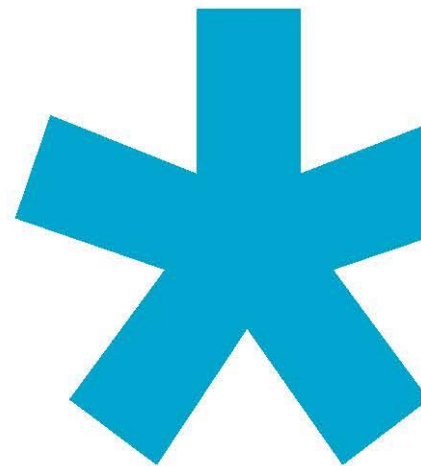
We have enquiring minds and are not afraid of challenge

### **SUPPORTIVE**

We make a positive difference to each other's lives

### **AMBITIOUS**

We aim for the very best in all we do



**CHELTENHAM  
BOURNSIDE  
SCHOOL**

Empowering lives through learning