**JOB DESCRIPTION**

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| **Job Title:** | Higher Education &  Careers Assistant | **Department:** | Sixth Form |
| **Hours of Work:** | Three days a week, term-time (plus A Level results days) | | |
| **Responsible To:** | Director of HE & Careers | **Responsible For:** | N/A |

**Summary of Role:**

To support the Director of Higher Education and Careers in the administration of the department, working with students, teachers and visitors to ensure excellence in our support for students as they prepare for their future beyond Woldingham.

Experience in Higher Education or Careers guidance or relevant qualifications is preferred, however, we are open to applications from people with less experience but the right skills and attitude. The successful candidate will be encouraged and supported to pursue professional development in this area.

**Specific Responsibilities:**

* Support the Director of HE & Careers in processing Higher Education applications, ensuring all sections are completed appropriately ahead of final ‘check and send’ by Director of HE & Careers.
* Monitoring and tracking of student applications (both UK and overseas) and compiling regular progress updates on applications for the Sixth Form and HE & Careers team.
* To support the Director of HE & Careers in the planning and delivery of HE events, such as the Higher Education Information Evening and Higher Education Conference.
* To monitor, promote and guide the development of student interactions in Unifrog and identify gaps in student progress and participation.
* Compiling data for reports to SLT and Governors

This general job description reflects the current requirements of the post. As duties and responsibilities change and develop, the job description will be reviewed and is subject to amendment in consultation with the postholder. Similarly, this may be amended depending on the experience of the candidate.

**PERSON SPECIFICATION**

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| **Essential** | **Desirable** |
| **Operational Excellence** |  |
| * Effective organisational skills with a high level of attention to detail and accuracy. * Good time management, with the ability to work under pressure, and prioritise effectively. * Able to develop good working relationships with colleagues, students, parents and visitors. * Uses ICT with confidence and competency (preferably Microsoft Office) * The ability to write reports, keep accurate records and communicate effectively, courteously and concisely. * Ability to effectively carry out research. * Fluent and accurate written and spoken English. | * Strong understanding of higher education and the application process for it. * Experience of delivering university and UCAS advice to pupils. * Experience of using Unifrog * An understanding of procedures and legislation relating to confidentiality and the use of personal data. |
| **Personal Behaviours** |  |
| * Self-motivated and proactive, keen to take on new challenges and opportunities. * Flexible attitude and a ‘can-do’ approach, with ability to use initiative to resolve difficulties. * Creative thinker with strong planning and organisational skills * Ability to build and maintain collaborative relationships with external and internal groups * Ability to work independently and as part of a team |  |
| **Ethos and Whole School Values** |  |
| * Committed to operating as part of the School community. * Committed to the Sacred Heart Values. * Committed to Woldingham as a school with high academic standing providing a holistic education and outstanding pastoral care. |  |
| **Safeguarding and Pastoral** |  |
| * Committed to safeguarding and promoting the welfare of children and young people. * A satisfactory Enhanced Disclosure from the DBS. |  |