

# CEIAG Administrator Post

Grade 5

Responsible to the Careers Leader

## Main Duties of the Post

Under the leadership of the Careers Leader, carry out a range of administrative and organisational duties. Liaise with businesses, employers and other organisations to promote and co-ordinate a range of CEIAG opportunities for students

The programme will bring together a range of employers to work with students in order to develop CEIAG initiatives. You will be working with employers and the local business community to support the achievement of the Gatsby Benchmarks to support students understanding of the world of work.

## Specific responsibilities:

- Track performance against the Careers action plan, monitoring progress against the Gatsby Benchmarks
- Undertake administrative duties including making telephone calls and enquiries to peruse support for the College's Careers Programme, note taking at meetings and management of the CEIAG data
- Welcoming and hosting visitors and external speakers to the college
- Liaising with the World of Work co-ordination through NTLT and Industry Alignment Support Officer to build a network of careers contacts and providers and foster relationships with them
- Assist in arrangements for school trips, events etc relating to Careers, often taking the lead to represent the college at events
- Attend careers meetings within the Local Authority and support the Careers Leader in following up on opportunities presented
- Co-ordinate the recording of all careers-based activities within college using the specialist software provided, Compass+
- Support in the co-ordination of Theme Days to source external providers, make bookings and manage a budget to meet the costs of the days
- Support to seek and secure external funding opportunities

## General activities:

- provide general clerical/administrative support e.g photocopying, filing, faxing, complete standard forms, respond to routine correspondence
- maintain manual and computerised records/management information systems
- produce lists/information/data, as required e.g pupils' data e.g. statutory returns
- undertake typing and word-processing and other it based tasks
- take notes at meetings and provide admin support
- sort and distribute mail and outgoing post
- undertake administrative procedures e.g. registers of students attending activities, completing school trip applications
- maintain CEIAG resources, as required
- undertake general financial administration to support the management of the careers budget as well as returns on funds we secure for careers.

- provide general advice and guidance to staff, pupils and others

### **Skills and Experience**

- Ability to use web-based databases and platforms such as Compass+
- Ability to use SIMS or other MIS systems to record and track student data
- Experience of leading meetings
- Proficient in Office software
- Confident to make outgoing calls exploring opportunities for the college
- Desirable: Driving licence and access to a vehicle for work related transport