

Business Engagement Administrator

Job Description

Responsible to: Head of Learning and Sixth Form

Grade: 4

Fixed Contract: July 2025

Main Purpose of the Job

- To support a positive Catholic ethos, which recognises the dignity of the individual and is reflected in the day to day life of the school
- To contribute to raising standards of student achievement and support
- To manage the administration effectively and efficiently for the Alumni and careers programme
- To provide effective support to staff and students in delivering the new T Level courses

Main Responsibilities

1) Careers Programme

- a) Establish and maintain good relationships with all staff, students, parents/carers, visitors, work experience providers, other professionals and agencies.
- b) Organise and co-ordinate special events, trips , workshops and visits (for example, careers days, work experience placements, enterprise days) to enhance learning, to inform, motivate and encourage students' aspirations and to guide their choice of work experience placements
- c) Administer and follow up annual work experience programmes
- d) Ensure that all Sixth Form students have an appropriate volunteering opportunity organised
- e) Ensure compliance with current legislation on child safeguarding and matters of health and safety, especially with regard to student visits and work experience.
- f) Produce appropriate documentation and resources to support work experience and other projects/ events.
- g) Ensure that appropriate records are maintained regarding student participation and attendance
- h) Contribute to the review, evaluation and development of the provision and make recommendations to the SLT
- i) Maintain appropriate displays within the school relating to all areas within her/his remit.
- j) Ensure that students maintain a record and evaluation of their work experience
- k) Manage the careers, T level and Alumni database

2) T Level Support

- a) Organise 45 day work placements with employers for students studying the two pilot T Level courses: Digital Design and Production and Media, Broadcast and Production.
- b) Organise industry insights placements for staff

- c) Provide admin support and guidance to the T Level team

3) The Alumni Association

- a) Ensure the alumni receive regular updates on the school's development
- b) Organise Alumni talks, workshops.

4) General Administration

- a) Co-ordinate sixth form volunteering programme
- b) Organise Work Related Learning events for Year 7-13
- c) Organise Work Related Learning trips with the students
- d) Complete general adhoc admin as advised

General Responsibilities

- a) Participate in the school's staff development (CPD) programme
- b) Engage actively with the school's appraisal programme
- c) Work as a member of a team, positively contributing to effective working relations within the school
- d) Communicate, where necessary with parents and external agencies, following school policies
- e) Flexible and professional at all times
- f) Exercise discretion when dealing with issues of confidentiality and sensitivity, following the school's safeguarding procedures where appropriate.
- g) Attend morning staff briefings
- h) Go on school trips as a responsible adult if required
- i) Maintain all other professional qualifications pertaining to the role.
- j) Ensure that in the completion of work processes, health and safety is taken into consideration, to inform the school of any situation representing a serious and immediate danger so that remedial action can be taken and to undertake any risk assessments of work practices if appropriate
- k) Undertake any additional responsibilities commensurate with the level of the post as directed by the Headteacher
- l) Adhere to the expectations laid out in the Staff Code of Conduct



Person Specification

The person appointed to this post must be able to demonstrate:

Qualifications

- Five GCSEs graded C & above including English & Maths

Relevant Experience & Knowledge

Essential

- An ability and willingness to support the Catholic ethos of the School
- An ability to be a self-starter who can work with minimal direction when sourcing work placements
- An ability to promote the school as a high-achieving, professional and supportive educational establishment
- Good communication skills, both oral and written
- A high level of IT literacy
- Administration experience of using Microsoft Office applications and databases
- Excellent interpersonal skills and the ability to develop relationships with both students and parents, with tact and sensitivity, particularly for students aged 16-18 who are in the final phase of their journey through school
- An ability to maintain confidentiality
- An ability to manage conflicting demands and priorities
- An excellent record of punctuality and attendance
- A commitment to safeguarding children
- A commitment to Equal Opportunities
- A willingness to comply with and actively implement school policies
- Be able to demonstrate personal integrity and honesty
- A willingness to undertake professional development

Desirable

- Experience of working within a school setting
- Experience of working in a challenging environment

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so constructed.

Signed by:

Post holder:

Line Manager:

Date:

Date: