



Waverley School
Part of Waverley Education Foundation Trust

JOB DESCRIPTION

Job title	Careers Support Officer
Grade	Grade 3 SCP 3-8
Hours / weeks	36.5 hours per week term time only / term time plus weeks
Responsible to	Careers Leader (Vice-Principal, Curriculum & Standards and Outcomes)
Location	Waverley Studio College (Years 10–13)

Job purpose

To provide efficient administrative support for the college's careers education, information, advice and guidance (CEIAG) programme, helping the college meet the DfE statutory careers guidance (updated for September 2026), the Gatsby Benchmarks and the provider access legislation. The post holder keeps accurate records, arranges careers activities and work experience, and helps make sure every student has the encounters and guidance they are entitled to.

Key responsibilities

1. Coordinate and track student participation in careers education, employer encounters, workplace visits and careers events.
2. Support students in securing appropriate work experience placements and maintain communication with employers.
3. Monitor attendance at work experience placements and follow up any concerns.
4. Maintain accurate records of student aspirations, progression intentions and destination outcomes.
5. Track and record careers-related activities to support Gatsby Benchmark compliance.
6. Maintain Compass+ and other careers tracking systems, ensuring records remain accurate and up to date.
7. Work with the Careers Leader to coordinate employer engagement activities, including guest speakers, workplace visits, mock interviews and careers fairs.
8. Support students with CV preparation, applications and progression activities.
9. Maintain and develop a database of employers, apprenticeship providers, colleges, universities and other external partners.
10. Assist with the promotion of careers, apprenticeship, higher education and employment opportunities to students and parents.
11. Produce reports and summaries relating to careers participation, work experience and destination data.
12. Work closely with the Careers Leader to implement the college's careers strategy and annual careers plan.

Compliance and administrative duties

- Track the provider access requirement: at least six encounters with approved providers of technical education and apprenticeships (two each in Years 8–9, 10–11 and 12–13) and keep the provider access policy statement and Careers Leader contact details current on the website.
- Collect work experience paperwork: employer details, employer's liability insurance, health and safety checks and risk assessments, and parent/carer consent.
- Schedule personal guidance interviews with the qualified careers adviser so every student is seen at the required points.

- Support UCAS, apprenticeship and college applications, and administer UniFrog accounts.
- Help identify students at risk of becoming NEET and share destinations information with the local authority as required.
- Maintain the careers calendar, book rooms and resources, and prepare registers and evaluations for careers events.
- Provide general administrative support to the Careers Leader and Post-16 team, and carry out other duties appropriate to the grade.

Safeguarding and data protection

- Be committed to safeguarding and promoting the welfare of children, following Keeping Children Safe in Education and the Trust's Safeguarding and Child Protection Policy.
- Make sure external visitors and placement providers are checked and managed in line with college safeguarding procedures.
- Handle student and employer information in line with UK GDPR and the Trust's data protection policy, sharing it only when necessary and secure.

This job description may be reviewed and amended in consultation with the post holder. [Salary, hours and working weeks to be confirmed by Trust HR.]

Signed: _____ (Post holder)

_____ (Date)