

JOB DESCRIPTION

Subject to the current agreed terms and conditions of employment as set out in the college staff manual

Job Title:	Personal Development Administrator
Job Purpose:	1. Provide administrative support to the Careers Advisors in the delivery and recording of careers information, advice and guidance to support students' progression planning. 2. Provide administrative support to the Personal Development and Progression Directorates in the delivery of high-quality enrichment & progression provision for 16-19 students.
Accountability to:	Director of Personal Development
Responsible for:	No staff

Key Responsibilities and Key Tasks:

- 1. To support the Careers Advisors in the coordination and tracking of personal guidance meetings with students, and the provision of Careers information to students and parents/carers.**
 - a. Liaise with the Careers Advisors to provide administrative and practical support to maintain the provision of high-quality careers information, advice and guidance (CIAG) for 16-19 students.
 - b. Establish and maintain an efficient booking system for careers meetings to maximise available appointments for students.
 - c. Distribute details of careers meeting appointments to students, and curriculum and pastoral staff where needed.
 - d. Ensure up-to-date, accurate tracking of CIAG engagement using MyProgress, Unifrog and any other relevant systems, and produce monitoring reports as required.
 - e. Support the Careers Team as a key administrative contact for students, staff and parents for careers related queries and meeting requests.
 - f. Use a variety of communication methods to engage with students, staff and parents (e.g., emails, Teams, phone, bulletin and SharePoint) to ensure the smooth running of careers meetings.
 - g. Support the organisation and updating of careers information resources on SharePoint and the Information and Resources Platform for parents and carers.
 - h. Liaise with other pastoral and curriculum teams to provide targeted CIAG opportunities and meetings for specific students (e.g. EHCP, Foundation, T Level and reduced programme of study).
 - i. Utilise and develop the database of stakeholder contacts, local networks and leads provided by learners or other members of college community where appropriate, to support students to access CIAG.



2. Provide administrative support to the Personal Development & Progression Directorates in the delivery of high-quality enrichment and progression provision for 16-19 students.

- a. Liaise with the Director of Personal Development and Director of Progression to provide administrative and practical support for HE, careers and employability related enrichment events and activities (careers fairs, progression talks, Next Steps events, mock interviews).
- b. Liaise with the Personal Development Team (Enrichment Coordinator, Student Voice Coordinator and Senior Personal Development Tutor) to provide administrative and practical support for the Collyer's 360 tutorial and enrichment programme, and student voice activities.
- c. Use relevant college systems to manage bookings, record attendance and provide follow-up communications for progression and enrichment events.
- d. Manage enrichment purchase requests using the requisition platform Planergy.
- e. Respond to queries from students, staff and parents, advising them on appropriate CIAG and enrichment events and opportunities provided by the college.
- f. Coordinate communications to students, staff and parents regarding CIAG and enrichment events and activities.
- g. Support other administration procedures relating to progression, careers and wider enrichment e.g. MyProgress Shop, faculty festivals, UCAS events, bursary support.
- h. Collate attendance data and post-event feedback to support evaluation and reporting.
- i. Attend relevant college events (including evenings) and external training related to progression, careers and enrichment.

3. Any other duties

- a. Undertake any other reasonable duties, as required.

