



JOB DESCRIPTION

Name:

Job Title: Progression Guidance Administrator

Line Manager: Director of Progression Guidance (and Wider Skills Week co-ordinator)

Summary of job

To undertake the administration associated with scheduling guidance interviews, students' university and apprenticeship applications, the completion of UCAS forms, enrichment activities undertaken during Wider Skills Week, student work experience, work-related learning and volunteering placements.

Responsibilities

- To schedule careers guidance interviews on behalf of the careers advisers
- To carry out UCAS form checking and maintain accurate records in the college database
- To provide assistance to students concerning the completion of UCAS, apprenticeship and other applications
- To undertake the administration associated with Wider Skills Week
- To maintain accurate student records of work experience, volunteering and work-related learning including that by BTEC students, Extension Studies and during Wider Skills Week
- To assist in destination data collection
- To be present and assist on HE Evenings and other similar events
- To demonstrate an awareness and commitment to equality and diversity, health and safety and safeguarding.
- To carry out other tasks, as may be reasonably required by the Progression Guidance Director and / or the Principal from time to time