



## Careers & Work Experience Administrator

35 hours per week

Term-time only (39 weeks per year)

## Application Pack





## Letter from the Principal

Thank you for your interest in Woking College.

Woking College is an oversubscribed and highly successful college of over 1700 students drawing students from more than 60 different schools. Our very successful focus will always be to create the very best environment for high quality of teaching and learning. We have a very broad range of enrichment activities, in order to greatly enhance the cultural capital and future prospects of our students. We place a very strong emphasis on maintaining our wonderful community, we have a more diverse College population than might be thought of as typical for Surrey and we are determined to maintain our inclusive ethos. We are fully committed to innovation whilst maintaining a humane and caring approach for all members of the College community which has resulted in the doubling of the student population in recent years. These approaches have been key to securing Grade 1 'Outstanding' in all seven categories in our October 2022 Ofsted inspection.

Woking College is enjoying record results, very positive value-added and an abundance of applications and quite rightly has a teaching and learning culture which is the envy of other institutions, indeed in recent staff surveys over 95% of College staff said they were proud to work at Woking College!

We believe that our physical environment should also inspire our staff and students. All have benefitted hugely from an impressive transformation of the College's estate over recent years, with the completion of a new Sports Centre in 2014, a new Art building in 2015 and a modern and larger Science Building in 2016. A full size 3G pitch was completed in 2020. A £3m teaching block opened in early 2023, and a further £3m project working collaboratively with the adjacent community centre opened in September 2023 enhancing our Performing Arts facilities even further.

We recognise the advantages of collaboration and have worked hard over the years to build and maintain close working relationships with other education providers and the Local Authority. The College has been a long-standing member of S7, the Surrey and Sussex group of Sixth Form Colleges, arguably the leading college consortium nationally, and we look forward to continued positive engagement with schools, colleges and the local community for the benefit of all.

With strong leadership from our passionate and committed senior leadership team, and with the support of excellent teaching and support staff across all areas, we look forward to the continued evolution of the College; we also look forward to meeting committed, engaging and passionate people who want to join us to further enhance the life-chances and choices of our students – which is of course our main mission as educators.

We very much look forward to receiving your application.

Brett Freeman  
Principal



# The Role

This is an exciting opportunity to join our team to provide administrative support to the Careers Adviser and Work Experience Coordinator. The successful candidate will support the team in maintaining an up-to-date database of careers resources; help with student applications to Higher Education, FE apprenticeships and employment; and liaise with employers and partners to organise and monitor work experience placements, under the guidance of the Work Experience Coordinator.

This role will suit a team player with excellent interpersonal and communication skills, who can also work independently and show initiative. We are looking for an exceptional candidate who demonstrates a methodical and organised approach to their work with excellent attention to detail. Candidates should demonstrate their ability and suitability to the role and culture of the College. This role is advertised as 35 hours per week, term-time only, Monday to Friday 8.30am to 4.00pm – however, significant part-time hours may be considered.

The Careers Department is a dynamic and highly successful area of the College. The department recognises the importance of offering a broad and engaging range of careers activities and events. Our students place a high value on the support they receive through one-to-one guidance, events and external speakers. The department includes the Work Experience Coordinator who works jointly on Careers Events with the Careers and University Adviser. Each year over 400 high quality work experience placements take place. The Careers Department works collaboratively and shares outstanding resources with Heads of Year for the tutorial programme, Heads of Curriculum Departments and our Excellence Coordinators.

**Start Date:** Tuesday 26 August 2025

**Hours:** 35 hours per week, term-time only, Monday to Friday 8.30am to 4.00pm. Significant part-time hours may be considered.

**Salary:** Actual salary: £23,417 per annum, inclusive of fringe allowance, for 35 hours per week, term time only  
FTE £28,821 per annum, inclusive of fringe allowance

## Job Description

**Post Title:** Careers and Work Experience Administrator

**Responsible to:** Assistant Principal – Support for Learning and Wellbeing

**Job Purpose:** To provide essential administrative support to the Careers Adviser and WEX Coordinator, ensuring the effective organisation and delivery of career services and work experience programs across the college.

### Job Responsibilities

- To provide administrative support for both the Careers Advisor and the Work experience co-ordinate including:
  - Maintaining comprehensive records for career guidance and work experience.
  - Responding to inquiries from students, parents/carers and employers regarding career services and WEX opportunities.
  - Providing general administrative support, such as handling correspondence and preparing relevant documentation.
- To support the Careers adviser and WEX co-ordinator in maintaining an up-to-date database of career resources, job listings, and training opportunities.
- To help organise career-related materials for easy access by students and staff.
- To assist in creating materials to support workshops and career events.
- To support the Careers Adviser to supervise student applications via the UCAS process to Higher Education, FE, apprenticeships and employment.



*The College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974 and successful applicants will be subject to Enhanced Disclosure and Barring Service (DBS) checks. The College is committed to equal opportunities.*



- To assist in managing records on the Unifrog system and support students to access this to log their work experience placements.
- Under the guidance of the Work Experience Co-ordinator, to liaise with employers and partners to organise and monitor work placements.
- To collect and review feedback from work experiences for continuous program improvement.
- To assist the Careers and University Adviser to prepare progression events and standards including Careers Mornings, HE/Apprenticeships Conference, HE Parents Evening and any other relevant careers and progression activity.
- To assist with the collation and analysis of Careers Department Data, including Careers Profiles, Careers Appointments; Destination data and Careers Department review data.
- To help to co-ordinate guest speakers, workplace visits, and industry engagement sessions.
- To ensure all administrative processes comply with relevant legal and safeguarding standards.
- To be aware of, and adhere to, safeguarding guidelines in relation to students being out of college (for work experience or college trips).

#### **Additional Duties:**

- To attend open days/evenings, employer seminars as appropriate, and undertake additional duties at enrolment or other comparable cross-college duties as required, including occasional evening duty.
- To undertake any other duties broadly similar as required by the Director of Student Experience.
- To be prepared to work flexible hours as required.
- To keep skills up to date through continuous professional development
- To undertake additional duties, which may involve occasional evening work at enrolment times, on college open days and adult careers information sharing.
- To promote a positive image of the college in all contacts with students; parents/carers; employers; and professional bodies.
- To carry out any other reasonably comparable duties that may be required from time to time.
- Undertake training and development as required and directed.

## **Person Specification**

#### **Essential:**

- An understanding and support for the ethos of the College.
- An enthusiasm for working with 16 – 19 year olds.
- An ability to form positive relationship with all members of the College community.
- Ability to work effectively as a member of a team and assist others when requested.
- Excellent interpersonal and communications skills, both verbally and in writing.
- Excellent attention to detail, the ability to work accurately, particularly with regard to grammar, spelling and number.
- Excellent organisational and planning skills.
- Good IT skills in the use of Microsoft Office applications, especially Word and Excel, and database applications.
- A commitment to the College's Health & Safety, Safeguarding and Equality and Diversity policies.

#### **Desirable:**

- Level 4 or equivalent qualification in Administration, Business, Education, or a related discipline, emphasising strong administrative skills.

# Why work with us?

Woking College has a strong sense of community in which everyone is valued; we look forward to welcoming new members of staff to join our team.

We have an inclusive ethos, and are proud of our diverse students and staff community. The College is committed to safeguarding, alongside our core values of inclusiveness, adhering to the highest personal, professional and academic standards, supporting individual wellbeing, supportive management and positive relationship and a sustainable future for all. We expect all staff, volunteers and others involved in the College community to share this commitment.

Following our grading as Outstanding at our recent Ofsted inspection in October 2022, Ofsted stated that:

*"Staff feel proud to work at the College. They are exceptionally positive about the culture leaders have created. They describe leaders as visible, approachable and highly focussed on staff wellbeing. Leaders celebrate achievement frequently in staff forums which helps staff to feel recognised, highly valued and a member of the Woking College family."*

Staff survey results state that:

- ✓ 95% of staff are proud to work at Woking College.
- ✓ 99% agreed that leaders are considerate of staff wellbeing.
- A positive approach to staff development; including regular cross-College sharing best practice sessions
- Regular whole-College communication including weekly staff briefings
- Regular departmental meetings to ensure support and share departmental best practice
- Excellent student behaviour and productive working relationships with the Student Union
- Excellent links with local schools, businesses and universities
- Welcoming, friendly and approachable community, a harmonious working atmosphere

## **S7 Consortium:**

- Opportunities for staff training within the S7 consortium of Colleges & liaison with peers within the consortium: [S7 Professional Development Video](#)

## **Benefits include:**

- Free on-site parking
- Staff room with free hot drinks available to all staff, Friday cakes
- Onsite canteen with a range of healthy options to purchase, and a Costa coffee shop
- Regular staff social events: bowling, staff quiz, summer BBQ, weekend walks/cycling, Christmas lunch, Christmas party
- College gym available for staff use, yoga classes, staff football (new 3G pitch), run club
- Staff clubs/support groups: book club, menopause group, group for Parents/carers of children with mental health concerns
- Access to prayer/multi faith room
- Free eye test vouchers
- Flu jab
- Cycle to work scheme
- Pension: eligible employees will be automatically enrolled in the Teacher's Pension Scheme, or the Local Government Pension Scheme (support staff), unless you decide to opt-out
- Employee support: staff have access to a confidential employee support helpline
- Location: Excellent train links from London Waterloo and the South Coast, walking distance of Woking station. Close to A3, M25 & M3 junctions



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# Application & Selection

Application forms are available to download from our website: [Woking College | Surrey | Staff Vacancies](#)

**Please note that CVs will not be accepted on their own. All applicants must have the Right to Work in the UK.**

Please ensure **education** and **employment history** is completed fully, gaps in employment must be accounted for under the section entitled "Periods when not working". We would like to see your passion for the role and the College in your **supporting statement**, please use this opportunity to include personal skills, experience relevant to the post, and reasons why you feel you would be successful if this post.

Completed applications, or any queries regarding the role or your application, should be sent via email to Kirsty Crook (Personnel Officer): [recruitment@woking.ac.uk](mailto:recruitment@woking.ac.uk)

**Closing date: 9am, Tuesday 10 June 2025**

**Interviews: to be held on Tuesday 17 June 2025**

Shortlisted candidates will be notified, invited for interview and references will be taken up immediately. Please note that it is not possible to inform candidates who have not been short-listed due to time constraints.

The interview process will comprise of the following, but may be subject to change:

- a guided tour of the College
- Main interview with the Principal and senior staff
- Secondary interview with senior staff
- Role related task

The College encourages all candidates to be familiar with the following documents:

- Section 1 of the DfE paper on "Keeping Children Safe in Education" September 2024
- Woking College's Safeguarding and Child Protection Policy.
- In line with the General Data Protection Regulation (GDPR) the College asks candidates to consider the Privacy Notice for Job Applicants

The documents listed above are available from the College's Staff Vacancies page, please use this link to access them [Woking College | Surrey | Staff Vacancies](#)

