



Careers Manager

Salary: Local Government Terms and Conditions. NJCE Grade 6, point 24 to 29

FTE Salary £33,024 to £37,336

Actual Salary £30,382 to £34,349

Working hours: Term Time Only (Plus two weeks)

Working hours: 35 per week, Monday to Friday 8.30am – 4.00pm

Contract: Permanent

Come and join our amazing team!

Abbot's Lea School is a large and highly successful special school educating nearly 300 students age 3-19, who, in order to thrive and achieve their full potential, due to their Autism and associated complex learning differences, require a highly personalised teaching and a significant degree of multidisciplinary specialist support. The school's vision is to be the International Centre of Excellence for Autism Education, Research and Professional Development.

As Careers Manager, you will play a pivotal role in guiding our students towards fulfilling and meaningful careers. You will be responsible for developing and implementing comprehensive career guidance programs tailored to the needs and aspirations of our diverse student body and will lead on the development and implementation of Careers Strategy across the 3-19 age range at Abbot's Lea School.

You will be required to identify opportunities for students and manage the implementation of projects in conjunction with the school, colleges, employers and families. Opportunities include, but are not limited to, work experience, apprenticeships, supported internships and employment.

The ideal candidate will possess a deep understanding of career development principles, excellent interpersonal skills, and a passion for empowering students to achieve their goals.

For the post advertised, you must:

- Meet the Person Specification criteria
- Be able to meet key accountabilities set out in Job Description
- Have exceptional and adaptive communication skills
- Have excellent organisational skills – for yourself and others
- Be able to use ICT effectively

If you would like further information about the role or would like to visit prior to application contact recruitment@abbotsleaschool.co.uk

Timeline of recruitment

Day/Date/Time	Activity
Thursday 28 March 2024	Advert live
Tuesday 16 April 2024	Closing date (we may close this vacancy early, subject to suitable candidate applications).
Wednesday 17 April 2024	Shortlisted candidates informed
Wednesday 24 April 2024	Selection Day at Abbot's Lea School, Beaconsfield Road, Woolton, Liverpool, L25 6EE

To obtain the information about the post, please visit our website:

www.abbotsleaschool.co.uk/vacancies

***Positions are subject to Safer Recruitment checks, including an enhanced DBS check.
Applicants must be eligible to work in the UK.***