



CANNOCK CHASE HIGH SCHOOL

A C H I E V E M E N T F O R A L L

Required for September 2025

Careers Assistant

Grade 4: 22.5 hours, term time only (39.2 weeks)

(Full-time Equivalent Salary: £24,790-£25,183; Actual Paid Salary: £13,090-£13,298)

We are seeking to appoint a committed colleague with a passion for and specialism in careers to support our expanding careers provision, working alongside a team of well-qualified, dynamic staff in a 'Good' school where behaviour is 'exemplary' (Ofsted, 2023). Cannock Chase High School is an 11–19 mixed comprehensive school with around 1100 students on roll. The school values (Teamwork, Responsibility, Integrity, Excellence and Resilience) underpin all that we do at Cannock Chase High School. We are a forward-thinking, talented team and we are looking for an enthusiastic, knowledgeable and committed professional to join us.

Under the line management of the Careers Lead, you will:

- Assist in the planning, organisation, and delivery of careers-related events and activities (e.g. careers fairs, employer talks, mock interviews, work experience programmes).
- Liaise with external providers, employers and educational institutions to facilitate high-quality encounters for students.
- Assist with the coordination and tracking of student destinations and work experience placements.
- Conduct one-to-one guidance or information sessions with students to support their understanding of post-16 or post-18 pathways, such as apprenticeships, sixth form, further education, university, and employment options.
- Signpost students to appropriate further support or specialist guidance where necessary.
- Help monitor and evaluate the effectiveness of the CEIAG programme in line with the Gatsby Benchmarks and statutory guidance.

Please refer to the following documentation, when completing an application for this post:

1. Application Guidance Notes;
2. Job Description and Person Specification.

A successful application will include:

1. A completed School Application Form;
2. A Letter of Application (of no more than two sides of A4), outlining how your skills and experience to date meet the requirements of this post.

Cannock Chase High School is committed to safeguarding and promoting the welfare of young people. All appointments are subject to an enhanced Disclosure and Barring Service (DBS) clearance.

The job description and person specification are available from the Headteacher at the school or via the website: www.cannockchasehigh.com/Jobs-at-CCHS. All applications must be on the school Application Form (which is also available from the school or via the website), CVs alone are not acceptable. Completed applications are to be e-mailed to Jill Simpson, Deputy Headteacher, at j.simpson@cannockchasehigh.com.

Closing date: **Thursday 14 August 2025, 12 noon (Interviews: 21 August 2025)**

Headteacher: Mr I Turnbull, BEd (Hons), NPQH

A company limited by guarantee, registered in England and Wales, number 07727974.

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