

Hornsea School & Language College



Applicant Pack

CEIAG Administrative Assistant (Careers Education, Information, Advice and Guidance)

**8 hours per week – to be worked across two days, term time only
Grade 4a - £28,153 FTE (£14.59 per hour)**

*At HSLC, our ethos is simple: **be useful, be kind and help every student become the very best that they can be.***

An exciting opportunity has arisen to join our team and play an important role in helping our young people broaden their horizons and prepare for their futures.

We are looking for an enthusiastic, organised and proactive Administrative Assistant to work alongside our Careers Leader, supporting the delivery of high-quality Careers Education, Information, Advice and Guidance (CEIAG) across the school and Sixth Form. This is a varied role, supporting everything from Work Experience and our Careers Fair to employer engagement and school trips.

The successful candidate will have excellent organisational, communication and ICT skills, with the ability to build positive relationships with students, staff, parents and employers. Previous administrative experience is essential.

HSLC is a supportive and encouraging place to work and we are unapologetically ambitious for every young person, regardless of their background, prior attainment or individual needs. We want our students to leave us with the confidence, knowledge and opportunities to take their next steps and achieve their ambitions.

If you share our commitment to making a difference to the lives and futures of young people, we would love to hear from you.

HSLC is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. This post is subject to an Enhanced Disclosure and Barring Service (DBS) check.

To apply please download an application form from our website. Completed application forms should be emailed to corkishr@hslc.co.uk.

Closing Date: 9am, Thursday 8th October 2026

Dear Applicant,

On behalf of the Governing Body, I would like to thank you for the interest you have shown in our vacancy for the post of CEIAG Administrative Assistant

Contained within you will find the Job Description and Person Specification, as well as general information about HSLC. You can access further information about our school and sixth form by visiting our website; www.hslc.co.uk or our social media pages; Facebook – Hornsea School & Language College, Instagram – [hslc_official](#) or Twitter – [@hornseaschool](#).

HSLC is a supportive and vibrant place to work and has been graded as 'Good' by Ofsted since 2005. We are unapologetically ambitious for every child, no matter what their background, prior attainment or needs and are committed to providing the highest possible standard of education for all students of all abilities. We believe that everyone who attends our school can, and should, achieve success and that by promoting a culture where all associated with the school can learn and develop as individuals, we will all be proud to be associated with it.

We have a very talented and dedicated team of staff who, at all times, constantly strive to ensure that our students realise their full potential. I ask all students and staff to be useful and kind and engage with our effective centralised behaviour system, which ensures consistency and rewards good behaviour. Our school is a calm and enjoyable place to both study and work within.

We actively encourage and value parental involvement. HSLC has transformed over the last decade and I strongly believe that parental involvement, and appointing the very best staff, has been key to this. As a result, we benefit from an excellent reputation both within the local community and the wider East Riding. Our school is much more than just what goes on in the classroom and this goes some way to explaining why we are a "School of Choice" and why both our school and sixth form is continuing to grow.

We believe we are at the start of a very exciting journey for both our students and staff and, therefore, this is an excellent time and opportunity to be joining HSLC. If you are determined about making a difference to the lives of young people; are keen to develop effective ideas for continuous improvement and are ambitious in developing your career, then we would love you to join us and look forward to receiving your application for the post of CEIAG Administrative Assistant.

The closing date for application forms is 9.00am, Thursday 8th October 2026. Please submit your completed application form to corkishr@hslc.co.uk.

Once again, thank you for your interest in this post.

Yours sincerely



Steve Ostler
Headteacher



Job Description – Administrative Assistant (CEIAG)

Accountable to: Careers Leader

Scale Point: 4a - £28,153 FTE (£5,163 actual salary)

Hours: 8 hours per week, across two days, term time only

Overall Purpose of the Job:

- To provide an efficient and effective administrative support to the Careers Leader in the delivery and coordination of high-quality Careers Education, Information, Advice and Guidance (CEIAG) across the school and sixth form.

Key responsibilities:

- Coordinate careers appointments for students, checking timetables and free periods to minimise disruption to learning.
- Communicate effectively with students, parents/carers and staff regarding careers appointments, including distributing completed careers reports and supporting the production of termly careers newsletters.
- Liaise with students regarding work experience placements and post-16 options, arranging appointments with the Careers Leader where further guidance is required.
- Take a key administrative role in coordinating the Work Experience programme, regularly monitoring Unifrog, ensuring required information and documentation is completed, following up outstanding actions, and supporting communication with students and employers. Assist with work experience visits and telephone check-ins as required.
- Support the planning and organisation of careers-related trips, visits and events, including sending invitations, monitoring and chasing consent forms, preparing resources, setting up venues and providing support on the day, where required.
- Support the organisation and delivery of the annual Careers Fair and National Careers Week, including liaising with speakers and employers, coordinating activities, producing promotional materials and assisting with event preparation and delivery.
- Assist with the organisation and promotion of termly Careers Hub drop-in sessions, business lunches and other employer/student engagement activities.
- Maintain accurate records of careers events, talks and activities attended by students, updating relevant tracking and careers platforms including Unifrog and Compass+.
- Support the collection and maintenance of Year 11 destination data, following up missing information and arranging careers appointments for students where appropriate.
- Assist the Careers Leader in gathering, organising and maintaining evidence and documentation required for the Quality in Careers Standard and its assessment process.
- Provide administrative support for careers-related curriculum activities.
- To efficiently carry out administrative duties, to include photocopying, word processing, mail merges and collating spreadsheets.
- To organise and minute meetings, as required.

Generic staff requirements:

- To uphold the professional standards expected of every member of staff in all dealings with colleagues, students, parents/carers and the wider community.

- To play a full part in the life of the school community; supporting and promoting its mission, ethos and values and complying with policies and procedures.
- To actively contribute to the continued development of the school by attending training, participating in relevant meetings and putting forward ideas for improvement.
- To be jointly responsible for promoting and safeguarding the welfare of students.
- To promote equality, diversity and inclusion and demonstrate this within your role.
- To be responsible for your own health & safety, as well as that of others.
- To ensure the confidentiality and security of all the school's data, documentation and information.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.



HORNSEA SCHOOL & LANGUAGE COLLEGE

Person Specification – Administrative Assistant (CEIAG0)

Qualifications and Training	Essential	Desirable
- Level 3 IT and English qualification - Basic First Aid Training or willingness to achieve	✓ ✓	
Experience		
- Experience of working under pressure and to deadlines - Experience of working in an administration role - Experience of working in an educational setting - Experience of working with 11-18 year olds	✓ ✓	✓ ✓
Skills and knowledge		
- Good communication skills, both written and verbal - Good numeracy and literacy skills - Excellent ICT skills, with knowledge of IT packages such as MS Word and Excel - Knowledge of the Gatsby Benchmarks and their role in a schools' career provision - Awareness of the Quality in Careers Standard - Be aware of and comply with policies and procedures relating to safeguarding, security, confidentiality and GDPR, reporting all concerns to an appropriate person - Knowledge of Arbor, Unifrog, Compass+ and other school systems - Effective time management and organisational skills. - Ability to multi task and prioritise own workload to meet deadlines - An understanding of the post-16 and post-18 options available to young people, including further education, sixth form, apprenticeships, higher education and employment	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓	✓ ✓ ✓
Personal Attributes		
- Energy, enthusiasm and optimism - High standards of professionalism in all areas with a willingness to accept responsibility and respect confidentiality - Ability to build and maintain positive relationships through effective interpersonal skills - Effective team player - A positive role model for young people and colleagues with a commitment to promoting and safeguarding the welfare of students - Commitment to the school's ethos and actively promoting the policies and procedures of the school - Flexible to ensure the needs of the school are met - Personal impact and presence to inspire respect and confidence in pupils, colleagues and parents.	✓ ✓ ✓ ✓ ✓ ✓ ✓	

The above requirements will be measured through a range of methods including application form, interview process, references and Enhanced Disclosure and Barring Service (DBS) check.

HSLC the facts and figures

We have approximately 1200 students on roll, of which around 140 are in our Sixth Form. The geographical area served by the school is large and continually expanding, and a number of our students arrive by bus. The majority of our students come from our associated feeder schools which are Beeford, Brandesburton, Leven, Long Riston, Hornsea Burton, Hornsea Community, Sigglesthorne and Skipsea. In addition, the level of interest we are receiving from the wider area is rapidly increasing, resulting in us having our highest ever number of out of catchment students.

- Our most recent results showed sustained improvement, with a Progress 8 score of -0.3 in 2024 – itself an improvement on the year before. We are proud to maintain a fully inclusive and broad curriculum, and remain confident that this upward trend will continue.
- Our latest ALPS score of 4 places us in the top 40% of Sixth Forms and colleges nationally, reflecting the strong progress made by our post-16 students.
- Almost two-thirds of our Year 11 students achieved grade 4 or above in both English and Maths in 2025.
- 50% of our Year 11 students were entered for the Ebacc, significantly above the national average, reflecting our ambition and the strength of our academic provision.

MISSION:

- Actively Working to Broaden Horizons

VALUES OF THE SCHOOL:

- We recognise the vital importance of positive relationships that are founded on fairness, tolerance, mutual respect and trust;
- We believe in being open and honest with each other, and supporting each other;
- We want everyone to be able to contribute, and everyone to have the opportunity to fulfil their potential.

AIMS OF THE SCHOOL:

- To provide a safe, supportive and positive environment which underpins strong attitudes to learning where students can thrive.
- To ensure a culture and ethos that supports our students wanting to come to school to learn, not only for purpose (which includes examination outcomes) but also to promote a genuine love for learning, enquiry and discovery;
- To prepare our students so that they will become positive contributors to society with the skills and knowledge to make informed choices.



Miss Bruce, Newly Qualified Teacher

10 reasons to join team HSLC

Staff Feedback 2025

1. The ethos of the school is excellent. There is a real sense of community. I feel proud to represent our school;
2. The school is well led by SLT with realistic expectations; staff well being is supported;
3. SLT are visible, supportive and approachable; you will feel safe, valued and heard as a staff member;
4. The Positive Discipline system gives clear expectations and routines – there is minimal disruption in classrooms meaning you can make a real difference to your students;
5. The school has a positive, inclusive atmosphere with a strong ethos of 'be useful, be kind' - everyone is working towards a shared vision and standards;
6. The best bit about working at HSLC is the aspirational culture and welcoming atmosphere;
7. There is a commitment and dedication to continuing professional development;
8. School policies and workload management are sensible; leaders free teachers to focus on teaching;
9. The opportunities, both academic and beyond, for our students is vast - students have access to a cultural education at HSLC;
10. SLT ensure students have access to a balanced curriculum with clear learning routines.



"I'm really enjoying finding my rhythm at HSLC and the opportunity to learn and grow each week. It's been a rewarding start and I'm looking forward to building on that as the term goes on."

Miss Wilkes, Teaching Assistant

Hornsea School & Language College
Eastgate
Hornea
HU18 1DW

Tel:01964 532727
Email: office@hslc.co.uk
www.hslc.co.uk

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