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| **Careers Co-ordinator, 21 hours per week, term time only, permanent contract** |  |

We are seeking to appoint an enthusiastic Careers Co-ordinator who will be responsible for the development and maintenance of an efficient and effective careers information, advice and guidance service at our Stockton Sixth Form College site. You will have excellent organisation and customer service skills, with previous experience of delivering a high level careers service to young people.

It is expected that the 21 hours will be worked over 3 days per week, including Friday, however flexibility is important and actual hours will be negotiated to meet varying needs. Some evening work will be required as you will be expected to attend College Open Evenings and Parent Consultation evenings.

Salary: SFCA Support Staff Pay Spine, Points 29-32.

Actual starting salary £15,617 per annum.

Closing Date: 4.00 pm on Wednesday 24th May

Interviews will be held early June 2017

Start Date: 1st September 2017

Please contact the HR Officer at ppc.personnel@pursglove.ac.uk for further information or download an application form from [www.pursglove.ac.uk](http://www.pursglove.ac.uk) or [www.stocktonsfc.ac.uk](http://www.stocktonsfc.ac.uk)

CVs will not be accepted.

Prior Pursglove and Stockton Sixth Form College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

As this post involves direct contact with, or unsupervised responsibility for, children or vulnerable adults the successful candidate will be required to undertake a Disclosure and Barring Service check before taking up the position. Additional checks will include; identity checks, qualification checks and employment checks, including the investigation of any gaps between jobs and two satisfactory references.

**PRIOR PURSGLOVE AND STOCKTON SIXTH FORM COLLEGE**

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