



Purbrook Park School (11-16)

(Foundation Co-educational)

Park Avenue, Purbrook

Waterlooville, PO7 5DS

Tel: 023 9237 0351

Headteacher: Paul Foxley MA

www.purbrookparkschool.co.uk

Careers Advisor

Permanent part time position – 24 hours per week

Salary scale Grade B – E: FTE £24,027 - £35,241

(actual salary £13,366 - £19,635)

Salary & hours negotiable depending on experience

Start Date: September 2025

We are seeking to appoint a highly motivated and inspirational **Careers Advisor**. The role involves working with pupils aged 15-16, seeking careers information and advice.

Key Responsibilities:

Provide career advice – support individuals in making informed careers choices, developing strategies and creating career plans.

Assess skills and abilities – help individuals identify their strengths, interests, and values to match them with suitable opportunities, including for work experience placements.

Explore further education, training and employment - advise individuals in exploring options, including further education, training programmes, and employment.

Offer interview and application advice – provide support with interview techniques, resume writing, and college application processes.

Build relationships – connect with colleges, training providers and employers to create opportunities and work placements for pupils.

Required Qualifications / Skills:

QCF level 4 Diploma in Career Information and Advice. This is a key minimum qualification for careers advisors. ***Please note that we would be prepared to support a suitably qualified and experienced candidate to achieve this training.***

Purbrook Park is a happy, friendly and inclusive school, most recently judged 'Good' in all areas by Ofsted in November 2023. We offer a commitment to high quality training and professional development.

For further details, or if you would like to arrange a visit to the school, please contact Kirsty Atiyah by email at katiyah@purbrook.hants.sch.uk, or by telephone on 02392 370351. Details are also available on our school website.

Closing date for receipt of applications is Monday 30th June 2025
Interviews week commencing 7th July 2025

Purbrook Park School and Hampshire County Council are committed to safeguarding and promoting the welfare of children and young people. We expect all staff and volunteers to share this commitment, and will ensure that all our recruitment and selection practices reflect this. All successful candidates will be subject to a Disclosure and Barring Check as well as other relevant pre-employment checks