



ST BERNARD'S HIGH SCHOOL

A Catholic Academy



Careers Co-ordinator

Full-time (term time plus one week)

Start 1 September 2026

Salary Scale: 10-14 (pro-rata salary £24,326 - £25,948)

We are seeking a motivated and knowledgeable Careers Co-ordinator to support students in making informed decisions about their future pathways. You will provide high-quality, impartial careers guidance that inspires and empowers young people to achieve their goals.

Key Responsibilities

- Deliver one-to-one careers guidance interviews tailored to students' needs
 - Arrange annual Careers Fair
 - Contribute to the Careers components of the PSHE programme
- Arrange work experience for Year 10 and 12 in line with Gatsby benchmarks
- Support students with career planning, CV writing, UCAS applications, and interview preparation
 - Work collaboratively with teachers, parents, and external partners
 - Maintain accurate records
 - Support the school in meeting statutory careers guidance requirements
 - Deliver group sessions or workshops

About You

- Qualified Careers Advisor (ideally Level 6 CIAG qualification but not essential)
- Experience working with young people in an educational setting and understanding of safeguarding and working within schools
 - Strong communication and interpersonal skills
- Ability to build rapport and motivate students from diverse backgrounds
 - Organised, proactive, and able to manage a varied workload
 - Knowledge of current education and employment pathways

St Bernard's High School is a vibrant Catholic girl's school from Years 7-11 with a co-educational mixed Sixth Form. Our school is ranked one of the top schools in Southend, and we are in the top 20% of schools across the country for our progress with students and our outcomes. It is a warm and welcoming school where our Catholic values underpin our day-to-day life.

All new staff are supported within the positive ethos of this happy and high performing school, and to this end all staff complete an applicable induction training programme. The community at St Bernard's welcome applications from those of all faiths or none.

Please complete the support staff application form which can be found on our website www.stbernardswestcliff.org.uk under About Us/Vacancies and email it to recruitment@stbernards.southend.sch.uk – please note we do not accept CVs

Closing Date: 1 June 2026 @ 9.00am / Interviews: 4 June 2026

We do reserve the right to close this advertisement early if we receive a high volume of suitable applications.

The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share in this commitment.