



GORDONSTOUN

Broader experiences, broader minds.

FUTURES ADMINISTRATOR

Reports to: Head of Futures

Job Purpose: Gordonstoun has been leading the way in character education for more than 80 years. Our uniquely broad curriculum provides challenge in the classroom, at sea and in the mountains, on the stage and on the sports fields and enables students to discover the truth in our motto – Plus Est En Vous – there is more in you. The focus of this role is to provide administrative assistance to the Head of Futures in supporting students with making choices for their future beyond Gordonstoun, helping them with their research, applications and inspiring them to consider a breadth of careers and higher education opportunities.

Grade and working hours: Grade 2A, 15 hours per week, term time only with occasional holiday work required.

Responsibilities of all members of staff:

- Comply with Gordonstoun's policies and procedures on Child Protection and Health and Safety.
- Contribute in a positive way to the ethos of the school in line with Gordonstoun's values: Safe; Positive; Improving.
- Carry out any other task as required from time to time in order to support the school.

Major responsibilities of the role:

- Maintain databases - managing the set up and ongoing updates on the platforms used by the team.
- Maintain appropriate and accurate student records, keeping track of students profiling, applications and ensuring deadlines are met.
- Assist with aspects of the UCAS application cycle, keeping abreast of deadlines and communication of these to students and staff.
- Provide support to students, staff and parents with the UCAS application cycle.
- Schedule student meetings as required.
- Support the Head of Futures on A level results day and with the clearing process for universities.
- Input and analyse student destination data post Gordonstoun.
- Liaise with relevant staff, students, parents, alumni and institutions of Higher Education.
- Support the Head of Futures with arranging visitors and visits off-campus aimed at developing students' knowledge of careers and higher education.

PERSON SPECIFICATION

Attributes	Essential	Desirable	Assessment Method
Education & qualifications	<ul style="list-style-type: none"> • GCSE in Mathematics and English (grade C or above) or equivalent. • A level or equivalent qualifications • Knowledge of data management. 	<ul style="list-style-type: none"> • Degree level qualification. 	Application Form Interview
Skills	<ul style="list-style-type: none"> • Excellent IT skills, including proficiency in all MS Office applications. • Excellent communication, written and interpersonal skills. • Ability and motivation to review and improve practice continuously. • Ability to prioritise tasks. 	<ul style="list-style-type: none"> • Strong analytical, evaluation and problem-solving skills. • Knowledge of data management within a school environment. 	Application form References Interview
Skills/abilities specific to the post	<ul style="list-style-type: none"> • Innovative and creative in developing solutions • Proven track record of strong working relationships with colleagues and external contacts. • Work to high levels of accuracy. • Take initiative and work independently. • Strong communicator both verbally and in writing. 		Interview
Child protection	<ul style="list-style-type: none"> • Suitable to work with children. • A full PVG check will be completed on the successful candidate. 		References PVG check