

**Job Title:** Senior Careers Advisor  
**Reports to** Deputy Head (Partnerships)

### Job Purpose

The Senior Careers Advisor will work to develop Eton's approach to career education and contribute to a strong and creative future focus for the Career Education Department. A major aim of the role will be to ensure Etonians develop effective career management skills and understand how to develop and maintain their ongoing employability.

### Key Tasks and Responsibilities

The post-holder will:

- Help to shape a vision and ongoing development plan for careers provision at Eton which meets the Quality in Careers Standard (QiCS) by providing a service which strives both to meet and to develop beyond the Gatsby Benchmarks;
- Provide effective, accessible and up-to-date careers information for Etonians and recent leavers;
- Provide one-to-one careers guidance to Etonians on demand so as to support key transition points;
- Ensure Etonians understand how to maintain employability i.e. make informed and thoughtful decisions about their futures, and know how to plan and manage their careers and manage career changes;
- Develop and deliver online and written resources, tools and activities that develop self-awareness, effective career management, and employability skills, including through the SPHERE programme and tutorials as appropriate;
- Support and work alongside the Director of Eton Futures on the organisation and delivery of the annual Eton College Futures conference;
- Engage Masters in career education and support them in the 'career education' effort (e.g. in tutorials);
- Manage the department personnel and oversee resources and budget;
- Respond to parents' enquiries quickly and effectively;
- Support Etonians in their search for work experience;
- Coordinate links with Old Etonians, parents and employers to provide opportunities for Etonians;
- Facilitate entrepreneurship education and enterprise initiatives from boys;
- Select and recruit the external agencies we use to supply careers services, to evaluate them and to maintain productive relationships with them;
- Organise and manage various careers education workshops and events;
- Develop and deliver workshops, seminars and other activities and resources to ensure Etonians understand the world of work;
- Enable Etonians to appreciate their own capabilities, skills, knowledge, strengths, aptitudes and personality traits so that they are better able to articulate these and so develop their employability and so facilitate effective career management;
- Learn from and collaborate with peers in other schools (via Eton group etc.) and attend relevant conferences so ensuring ongoing personal professional development;

Last Updated: April 2026

This role profile highlights the key tasks and responsibilities of the role; it is not designed to be an exhaustive list of duties. Roles naturally change and develop over time, and it is expected that incumbents will perform tasks which are not included within their role profiles.

- Maintain up to date knowledge of labour market intelligence, guidance theory and practice, the learning curriculum and other aspects of professional development through personal research and reading, and attendance at CPD events as appropriate;
- Keep abreast of recruitment trends and employer requirements;
- Evaluate the effectiveness of Eton's CEIAG by carrying out regular surveys;
- Commitment to and promotion of equality, diversity and inclusion;
- All positions at Eton are classed as 'regulated activity' as per the Keeping Children Safe in Education guidance, therefore a good understanding of safeguarding procedures is essential;
- Commitment to safeguarding and promoting the welfare of children, including but not limited to, completing safeguarding training as required, and ensuring any safeguarding updates issued by the College are read and understood;
- Understand and comply with procedures and legislation relating to confidentiality.

### **Skills, Qualifications and Competencies Required**

To be successful in this role, you will need:

- A bachelor's degree;
- Excellent knowledge of the career education work in accordance with the Code of Ethical Principles of the Career Development Institute;
- To possess or be working towards the following:
  - Qualification in Careers Guidance /QCG/D Level 6;
  - Membership of the Career Development Institute (CDI);
  - Registered Career Development Professional (RCDP);

Support may be available for a candidate who is unqualified, but who has relevant experience to progress towards these qualifications;

- Proven experience in career education at a senior level;
- Demonstrable in-depth knowledge of career education legislation;
- Excellent written and communication skills, combined with the proven ability to quickly build credible relationships with students;
- Ability to plan and implement programs, counsel students and involve oneself with college activities;
- Comprehensive understanding of career development, job search strategies, job market trends, employer relations contemporary recruitment methodologies, and trends in career services including the use of current technologies.

You may enjoy this role if:

- You have the ability to work with a high level of independence in an agile environment, prioritise assignments and manage time and ambiguity effectively.
- Can demonstrate interpersonal skills to foster and maintain effective relationships with students, faculty and staff.
- Have the ability to work and lead effectively in a highly diverse campus community.
- Can demonstrate skills in administration, organisation, supervision, and interpersonal skills.

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- Have skills in building quality partnerships within the business, industrial, and educational communication.

### **Working Pattern**

- The post holder will be expected to work for 40 hours per week over 5 days (usually working 8am to 5pm with one hour unpaid for lunch each day). Exactly how these hours are worked will be by mutual agreement with the Director of Eton Futures;
- There may be evening and weekend work required on occasion, and in this case, this will be agreed in advance and time off will be offered in lieu;
- This role works during school term time (32 weeks of the year), plus inset days at the start and of each term (1.4 weeks) The salary will be paid over 12 equal monthly instalments;
- The post holder is entitled to 5.6 weeks of holiday (inclusive of bank holidays), meaning that the total number of paid weeks across the year is 39 weeks. If a bank holiday falls during a school term period, the post holder will be required to work this day and will receive an additional day's holiday in lieu;
- The post holder must use all their entitlement (including any days in lieu) during the first arising periods of state school holidays. Any remaining weeks are deemed to be non-working weeks;

### **Disclosure Checks**

Eton College is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including, but not limited to, reference checks with past employers, an Enhanced Disclosure from the Disclosure and Barring Service (including Barred List information), an online search and, where applicable, Prohibition checks. If you are successful in your application, you will be required to complete a DBS Disclosure Application Form. Any information disclosed will be handled in accordance with any guidance and/or Code of Practice published by the DBS. The College is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions, reprimands and final warnings (including those which would normally be considered as "spent" under the Act) must be declared, subject to the DBS filtering rules. It is a criminal offence for any person who is barred from working with children to attempt to apply for a position at the College.