



## THE BRITISH SCHOOL JOB DESCRIPTION

|  |                          |
|--|--------------------------|
| <b>Job Title: Careers and University Counsellor Administrator</b>  | <b>Department: Admin</b> |
| <b>Reports to:</b> Lead Careers and University Counsellor  |                          |
| <p><b>Role:</b> To provide coordination and support of the administrative, clerical and operational tasks related to the successful management of the Careers and University Guidance Office. The Administrator is responsible for providing high quality customer service to students, faculty and staff and will ensure the effective running of the office across the school, its community and partners.</p>   |                          |
| <ul style="list-style-type: none"> <li>• <b>Key Accountabilities:</b></li> <li>• Managing the department calendar and appointments</li> <li>• Key operations of online application database software include: <ul style="list-style-type: none"> <li>Sending global undergraduate applications online</li> <li>Creating and maintaining students and parent's records</li> <li>Sending mailers and posting information on CIALFO regularly</li> <li>Collating data through scattergrams</li> <li>Assisting with psychometric assessments</li> </ul> </li> <li>• Working knowledge of UCAS and The Common Application – so as to provide detailed assistance to students with their online applications</li> <li>• Managing a variety of databases in a timely fashion, in particular the Counsellor Drive components.</li> <li>• Corresponding with parents and students to provide them with information related to department programmes and interventions</li> <li>• Administrative liaising across school with various key stage offices to coordinate department events and meetings</li> <li>• Coordinate career events, career fairs and related documentation as required</li> <li>• Coordinate and assist with the SAT and PSAT along with the department</li> <li>• Assist College Guidance Counsellor in tasks that serve to facilitate the running of the College Guidance Counselling Processes including updating the College Handbook etc.</li> <li>• Maintenance of the Department Firefly page under the guidance of the team</li> <li>• Collecting, recording, maintaining and preparing of student files prior to college counselling meetings. Collecting Application materials e.g., grades, recommendation letters, consolidating LORs, transcripts, mid-term results etc. Checking, dispatching, tracking and billing students for university applications.</li> <li>• Creating University transcripts and sending initial/mid-year and final grades to Universities.</li> <li>• Maintain an accurate record of colleges applied to, predicted grades, actual grades and college offers</li> <li>• Assist as required on reports for the AGM and The Board of Governor's</li> <li>• Assist Careers and University Counsellors in compiling an annual Profile of the School</li> <li>• Obtain, organize, file and display guidance materials; catalogues for use by students; maintain displays and bulletin boards, and update and manage information on Firefly.</li> <li>• Regulate the flow of 'walk-in' visits to the Careers and University Counselling Office.</li> <li>• Responsible for books and stationery and maintaining a current inventory of Career Centre books and materials</li> <li>• General upkeep and administration of the Careers and University Counselling Office.</li> </ul> |                          |

Accredited by the Council of International Schools  
India

Dr Jose P Rizal Marg, Chanakyapuri, New Delhi- 110 021,

IB World School

Telephone: + 91 11 40664166

Email: [thebritishschool@british-school.org](mailto:thebritishschool@british-school.org)

*The British School is the operating name of The British School Society*

- Streamline and calendar all processes described above.
- Assist in the functioning of the department and perform other such tasks and assume other duties as may be assigned by the Lead.
- This Job Description does not define all duties and responsibilities of the position and the school may assign other tasks from time to time to help operationalise the role.
- The school may review and modify or amend the Job Description as needed after discussion with the position holder.
- You may be required to support other offices in case of emergency or school events.

#### **Competencies:**

- Leadership of innovation and change.
- Compliance and adherence to school and department procedures
- Understanding the dynamics of the school community; which places interests and students and parents at the helm
- A strong desire to learn and grow professionally
- Professionalism in all work spheres
- Demonstrates an understanding of applicable policies and procedures and takes proactive steps to ensure a safe and healthy working environment.
- Build ethos and morale of organisation to contribute to mission and vision and strategic goal.
- Sound judgement and decision making skills, with a 'hands on', problem solving approach, able to remain calm under pressure and take control of incidents.
- Experience of writing procedures, drafting reports, preparing business cases and compiling and adjusting duty rosters to meet shortfalls in staffing levels.
- Effective report, procedure, writing skills.

#### **Personal Attributes :**

- Confident, creative and articulate team worker with excellent verbal and written communication skills
- Ability to deal with a multi-cultural clientele.
- Excellent verbal and written communication skills, ability to deal people politely, willingness to learn.
- Ability to maintain efficient and up-to-date records at all times.
- Good interpersonal skills
- Must be a team player
- Proficiency in computer applications.
- Proficient in MS office (word, excel, power point)

#### **Qualification**

- Graduate or Post-graduate degree

**Experience**

- 2 years of similar work experience, preferably in an international school/multinational organisation.

PS: You may be required to support other offices in case of emergency or whole school events.

***Safeguarding Information***

*The British School and all its personnel are committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo comprehensive child protection screening including but not limited to checks with past employers.*

Job Holder's Signature:

Date: