



**Ribblesdale
High School**

A foundation for success
since 1932



School Lead for Information, Advice and Guidance (Including administration support for Enrichment)

Required as soon as possible

Headteacher: Mr Stephen Cox

NOR: 1250

Ribblesdale High School is committed to safeguarding and promoting the welfare of children and young people.

Any appointment will be made subject to a clear, enhanced Disclosure and Barring Service (DBS) clearance and a pre-employee health screening.

T: 01200 422563

E: enquiries@ribblesdale.org

W: www.ribblesdale.org

Ribblesdale High School
Queens Road
Clitheroe
Lancashire
BB7 1EJ

APT&C Grade 6, Salary points 21-26

£20,541 - £23,866

37 hours per week, term-time

plus one INSET day

Pro-rata salary £17,380 - £20,193

Are you an inspirational, enthusiastic and highly motivated person? If so this is a fantastic opportunity for you to become a key member of the support staff at Ribblesdale High School.

You will be responsible for raising pupils' aspirations of future careers by organising a range of career events, including work experience and developing links with external agencies and local organisations and businesses. We are seeking to appoint a person to lead our pupils in providing high quality information, up-to-date advice and guidance on career opportunities and pathways.

The successful candidate will be a well organised, proactive and positive person who is approachable with a calm and professional manner and able to communicate well.

You must have the ability to work effectively as part of a team and have excellent administration and IT skills.

Full details of this position can be found on this dedicated link:

<http://ribblesdale.org/working-ribblesdale>

The closing date is 9.00 am on Thursday 20th September 2018