



**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](mailto:enquiries@ribblesdale.org)

W: [www.ribblesdale.org](http://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, local organisations and businesses. We are seeking to appoint a person to lead our pupils in providing high quality information and up-to-date advice and guidance on career opportunities and pathways. Previous experience of careers work is desirable.

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

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

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 1<sup>st</sup> November 2018**