



Sydenham School

"Specialist Science, Technology, Engineering and Maths School"



High
Performance
Learning

Headteacher – Gloria Lowe MA, NPQH

Sydenham School Dartmouth Road London SE26 4RD

Max School Roll: 1450

Careers and Enterprise Coordinator (part-time)

Scale SO1N (points 23 – 25) £32,868 - £34,062 pa, pro-rata. Actual salary £22,618

28 hours per week (8:30 am – 4:30 pm) – TTO + INSET (39 weeks)

Sydenham School is looking for an enthusiastic and dynamic Careers and Enterprise Coordinator to deliver an outstanding Careers/ IAG, Work Experience and Enterprise Programme as part of the Work-Related Learning provision throughout the school.

As well as be the interface between the school, students, the world of work and enterprise, the successful candidate will demonstrate:

- Experience in developing external links between a school and employers/ businesses
- Experience of working in a customer-focused environment
- Excellent written and oral communication skills
- Excellent organisational skills, and an ability to manage concurrent tasks in a demand-led environment with an excellent, "can do" attitude and a flexible approach

We are a 'world class' High Performance Learning School and we believe that all of our students are capable of performing highly. Sydenham School can offer you a professional challenge and a rewarding opportunity, working with a committed Senior Leadership Team that is passionate about the achievement and progress of every student in all areas.

If you are interested in an opportunity to build on established success an application pack can be downloaded from our website at:

<https://www.sydenham.lewisham.sch.uk/about/vacancies>

Alternatively, further details can be obtained from our Human Resources Department: **0208 699 6731 ext 476**

The closing date for applications is 10.00 am on Tuesday 7th June 2022

Interview date is to be confirmed.

The school is committed to the promotion of equal opportunities and diversity. We have a clear commitment to safeguarding and promoting the welfare of children and young people. Safeguarding is the 'golden thread' that runs throughout the school. The successful applicant will be required to complete an Enhanced Disclosure for the Disclosure and Barring Service (formerly known as the Criminals Records Bureau).

Original evidence of the right to work within the United Kingdom will be required prior to commencement of employment i.e. National Insurance Number, Work Permits or Indefinite Leave to Remain. If the applicant has lived/worked overseas for 12 months or more since the age of 18, they will also be required to obtain a Certificate of Good Conduct from the country (ies) they lived/worked in at their own expense and provide these for our records.