



QUEENS' SCHOOL

Dare to be Great

Careers Co-ordinator

Contract Term: Permanent

Closing date: Midday Wednesday 11th February 2026

Salary: H5, Scale 9, Pro-rata (actual salary £24,207)

Hours of work: 35 hrs per week, 8.30am – 4.00pm term time plus 5 days.
30 minute lunch break.

We are seeking an enthusiastic and committed Careers Coordinator to lead and coordinate a high-quality careers education programme that inspires, informs, and supports students in shaping their future aspirations.

The successful candidate will play a key role in ensuring students receive impartial, up-to-date careers information, advice and guidance, enabling them to make informed, realistic, and aspirational decisions about their future learning and employment pathways. A core focus of the role will be the effective delivery and embedding of the Gatsby Benchmarks across the school.

Full job description available on our website www.queens.herts.sch.uk

Applications should be addressed to the Headteacher, Jonathan Morrell, and must include a completed school application form, a covering letter and full contact details of two referees applications@queens.herts.sch.uk

You must complete all parts of the application form. CV's are not accepted.

In accordance with DfE Keeping Children Safe in Education, an online search will be completed on all shortlisted applicants prior to interview.

Queens' School is committed to being an equal opportunities employer. We insist on the equal treatment of all current and prospective colleagues and will never condone discrimination on the basis of age, disability, sex, sexual orientation, pregnancy and maternity, race or ethnicity, religion or belief, gender identity, or marriage and civil partnership.

To help us meet our high standards and aspirations of a fully diverse and inclusive workplace, we strongly encourage suitably qualified applicants from all backgrounds to apply and to join us.

We are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All posts are exempted under the Rehabilitation of Offenders Act 1974. Appointments will be conditional upon the receipt of a satisfactory response to a check of police records via the Disclosure and Barring Service and references from previous employers. We are an Equal Opportunities employer.

Queens' School (Bushey) Ltd. is a Charitable Company limited by guarantee
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