



Peterchurch, Herefordshire, HR2 0SG | 01981 550231 | admin@fairfield.hereford.sch.uk | Head Teacher: Mr Paul Jennings

Required for July 2026

Operational Careers Lead

15 to 22.5 hours Permanent variable - Term Time only plus 3 days

HC07 hourly rate from £16.62 - £18.85 (pending pay award April 2026) depending on experience

Fairfield High School is seeking an enthusiastic and organised Operational Careers Lead to coordinate and deliver the school's Careers Education, Information, Advice and Guidance (CEIAG) programme across Key Stages 3 and 4. The role is permanent variable starting on 22.5 hours per week over 3 days.

The successful candidate will lead and coordinate the operational delivery of the CEIAG programme, ensuring students have access to high-quality careers education and meaningful employer encounters that support their future aspirations.

The role includes managing work experience placements, providing impartial careers guidance to students, developing partnerships with employers and external agencies, and supporting the school in meeting statutory careers guidance requirements and the Gatsby Benchmarks.

The Operational Careers Lead will play a key role in preparing students for future education, training and employment pathways by helping them develop the knowledge, confidence and experiences needed to make informed decisions about their futures.

We are looking for a passionate and proactive individual with excellent communication and organisational skills who is committed to supporting young people to achieve their full potential. The ideal candidate will be able to build positive relationships with students, staff, employers and external partners and work effectively both independently and as part of a team.

This is an exciting opportunity to join an outstanding school and make a meaningful impact on the future success of our students. Please download a non-teaching staff application pack and submit along with a covering letter.

This post is subject to full enhanced DBS clearance. Fairfield is committed to safeguarding young people and ensuring the wellbeing of everyone in our school community.

Closing date for applications: Monday 1st June – Noon
Interviews to be held the following week.



Company Registration Number: 8936256