



Manchester Hospital School

Transition Manager & Careers Lead

Grade 6 (pro rata)

3 days per week | Term time only

Start date: September 2026

Manchester Hospital School works to ensure that any child who is unable to attend their own school due to ill health can continue to make progress in their education and experience success.

We work with children and young people of all ages and abilities across a number of sites, including Royal Manchester Children's Hospital (RMCH), The Christie NHS Foundation Trust and the Leo Kelly School. We also provide home tuition for pupils who are unable to attend school or one of our settings.

We are a school like no other: a place where you can make a genuine difference to the lives of young people and families at a time when they need it most. This is challenging, meaningful and incredibly rewarding work.

Our Values

At Manchester Hospital School, our values define our culture, drive our work and guide our commitment to excellence. We are looking for a professional who strongly aligns with our shared commitment to:

- **Aspiration** - creating and maintaining an exceptional learning culture where every pupil and staff member strives for educational and personal growth
- **Unity** - working collaboratively and holistically as a school community for our pupils
- **Kindness** - demonstrating empathy and compassion, fostering a supportive, trusting and respectful environment
- **Equity** - identifying barriers and making reasonable adjustments so every pupil receives the support they need to thrive

- **Innovation** - creatively developing educational practice to provide flexible, forward-thinking learning experiences

About the Role

We are seeking to appoint a skilled and motivated Transition Manager and Careers Lead to develop, coordinate and deliver a high-quality careers and post-16 transition programme for pupils at Manchester Hospital School.

You will provide independent, impartial careers advice and guidance, supporting pupils to make informed decisions about education, employment and training. You will lead on post-16 transition planning, ensuring that each pupil is supported into an appropriate next step when they are ready.

The role involves close collaboration with pupils, families, medical staff, teaching staff, post-16 providers and external agencies. You will quality assure post-16 and alternative provision placements, manage an identified budget, and ensure accurate record-keeping and reporting.

You will lead the school's careers programme to ensure it meets the Gatsby Benchmarks, oversee work experience and travel training opportunities, and develop strong links with employers, FE colleges, training providers and universities.

Attendance on GCSE results day is a requirement of this role.

About You

The following are ESSENTIAL knowledge and skills for the role.

We are looking for someone who...

- Is an effective and persuasive communicator both verbally and in writing, with the ability to draft letters and memos.
- Has experience of working in a team and managing others
- Can work autonomously, prioritise effectively and manage a varied workload
- Has knowledge and understanding of the needs of young people with medical conditions
- Demonstrates excellent organisation, communication and case management skills
- Has the ability to think creatively and come up with innovative ways to

engage reluctant pupils

- Has knowledge and understanding of IT systems and electronic filing systems
- Is an individual who is comfortable liaising with medical staff, teachers, school staff and parents
- Has knowledge of the Gatsby benchmarks and requirements of schools
- Has knowledge of up-to-date DFE guidance for Careers and Enterprise
- Is willing to abide by the City Council's and Governors various policies.
- You will either already hold, or be willing to work towards, the Level 6 Diploma in Career Guidance and Development.
- A full UK driving licence is required with Business Insurance.

The following are DESIRABLE knowledge and skills for the role.

Ideally, we are looking for someone who...

- Has experience of working with young people, ideally those with SEND or additional vulnerabilities
- Has experience of working with young people with medical or mental health needs.
- Has worked in a school or college environment
- Has experience of multi-agency working
- Has experience of working alongside SENDCos in order to identify specialist settings appropriate for vulnerable pupils
- Has experience of training staff or leading staff development
- Has experience of leading assemblies, groups of pupils, trips and visits
- Has experience of leading work experience programmes
- Has knowledge of SEND systems
- Has knowledge of the local colleges, sixth form, AP and labour markets information
- Has knowledge and understanding of attendance, pupil exclusion and child

protection regulations.

- Has the ability to use Information Management Systems and Attendance Recording Systems.

The following are **ESSENTIAL** personal traits and behaviours for the role.

We are looking for someone who...

- Operates with tact and diplomacy in all interpersonal relationships with the public, pupils and colleagues at work.
- Has self motivation and personal drive to complete tasks to the required timescales and quality standards.
- Has the flexibility to adapt to changing workload demands and new school challenges.
- Has a personal commitment to ensure services are equally accessible and appropriate to the diverse needs of the service users.
- Has a personal commitment to continuous self-development.
- Has a personal Commitment to continuous service improvement.
- Has a personal commitment to the school's professional standards, including dress code, at all times

Working Pattern

- 3 days per week
- Term time only
- Availability required on GCSE results day

Safeguarding

Manchester Hospital School is committed to safeguarding and promoting the welfare of children and young people. An enhanced DBS disclosure will be required for this post.

How to Apply

Closing date: Monday 27th April 2026

Interview date: Friday 8th May 2026

We will be holding an online zoom meeting on Thursday 23rd April at 3.30pm if you wish to attend and find out more about this position and Manchester Hospital School.

Join Zoom Meeting-

[Click here to join the zoom meeting](#)

Meeting ID: 854 9936 1344

Passcode: 188689

Please return completed application forms to-
d.clough@hospitalschool.manchester.sch.uk