CHARTERHOUSE
LAGOS



CAREERS AND UNIVERSITY COUNSELLOR

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Careers and University Counsellor

This is an exciting opportunity for a talented and hard-working individual with a desire to work in an environment that strives for excellence in all it does.

We are seeking an experienced Careers and University Counsellor to lead a progressive careers education programme across Years 7–13, support international university applications and student pathways, coordinate the Extended Project Qualification (EPQ), and develop partnerships and digital guidance resources.

Job Description

Position: Careers and University Counsellor
Reporting to: Head of Sixth Form
Position Type: Full-Time (including some weekends and evenings as required)

Role Overview: The successful candidate will develop and coordinate careers education across Years 7–13, provide specialist university guidance and application support, lead the implementation of Unifrog and relevant digital platforms, coordinate the Extended Project Qualification (EPQ), and maintain relationships with universities and industry professionals. The postholder will collaborate with the Head of Sixth Form, parents, form tutors, PSHE staff, teachers and school leadership.

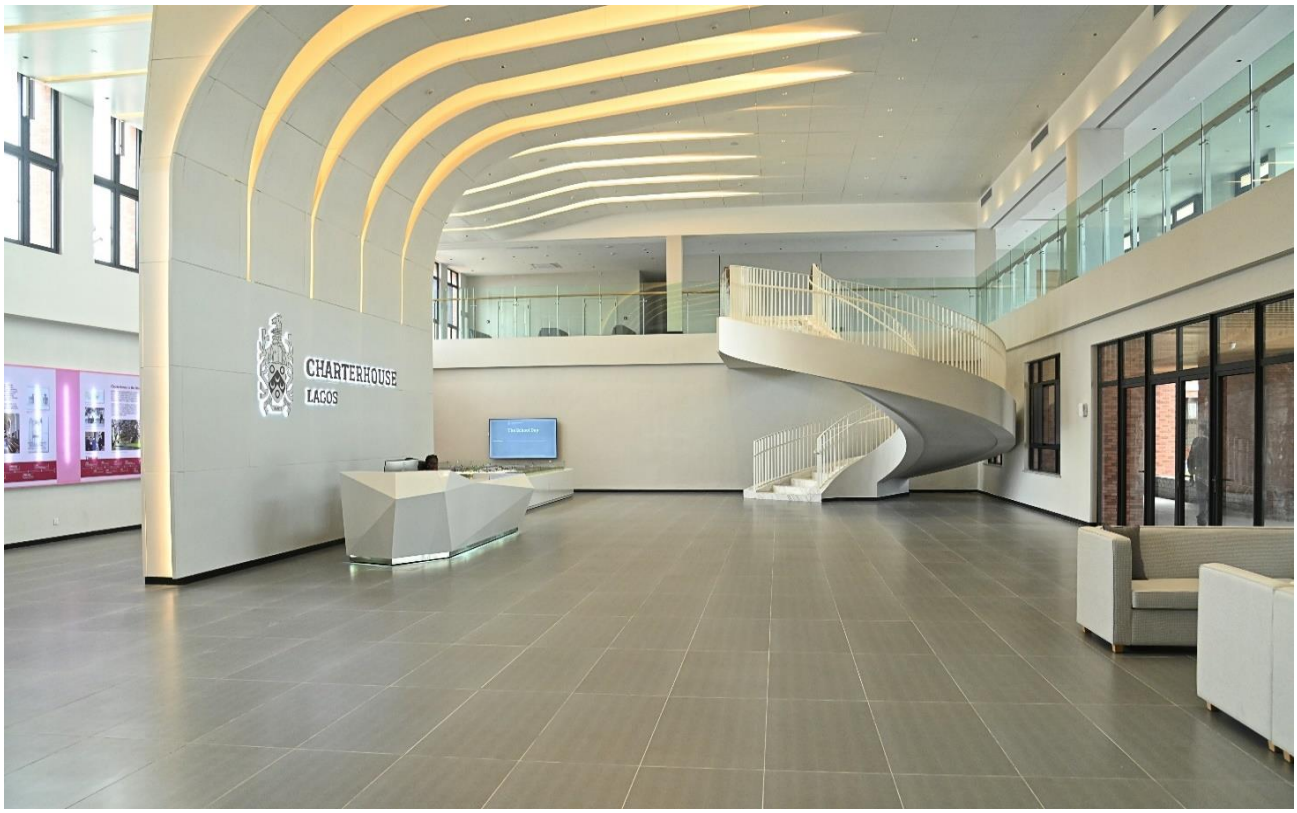
Charterhouse Lagos staff are committed to safeguarding and promoting the welfare of children and young people. They ensure a secure, stimulating, and well-managed learning environment that promotes a sense of safety, support and wellbeing.



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Qualifications and Experience	Essential	Desirable
Bachelor's degree in Education, Counselling, Psychology, Social Sciences, International Relations or a related discipline.	Yes	
Minimum of 5 years' relevant experience in university counselling, university admissions, careers guidance or a related role.	Yes	
Demonstrable knowledge of university admissions processes, higher education pathways and international application requirements.	Yes	
Experience supporting students applying to universities in the UK, USA, Canada, Europe and other international destinations.	Yes	
Knowledge of career exploration, career pathways and the relationship between academic choices and professional opportunities.	Yes	
Relevant training or professional certification in university counselling, career guidance or educational counselling.		Yes
Experience building relationships with universities, admissions representatives and industry professionals.		Yes
Experience coordinating university fairs, career talks, workshops and higher education engagement activities.		Yes
Skills & Competencies		
Strong knowledge of university admissions processes, higher education pathways and international application requirements.	Yes	
Excellent written and verbal communication skills, with the ability to engage effectively with students, parents, universities and other stakeholders.	Yes	
Strong counselling, guidance and student-engagement skills.	Yes	
Excellent research and analytical skills, with the ability to identify, interpret and communicate relevant university and career information.	Yes	
Strong organisational and time-management skills, with the ability to manage multiple applications, deadlines and competing priorities.	Yes	
Proficiency in record-keeping, data management and reporting.	Yes	
Proficiency in Microsoft Office applications, particularly Word, Excel and PowerPoint, and digital university application platforms.	Yes	
Strong problem-solving and decision-making skills, with the ability to provide appropriate guidance and practical solutions.	Yes	
Ability to maintain confidentiality and exercise discretion when handling sensitive student and family information.	Yes	
Good understanding of the school environment and the ability to collaborate effectively with academic and administrative teams.	Yes	
Familiarity with international university application platforms and admissions portals.		Yes
Knowledge of career assessment tools, aptitude tests and psychometric assessments.		Yes
Knowledge of scholarship databases, international student funding options and financial aid opportunities.		Yes
Experience using university destination tracking, application monitoring and reporting systems.		Yes
Personal Attributes		
Demonstrates integrity, professionalism and trustworthiness in all aspects of work.	Yes	
Exhibits patience, empathy and a genuine interest in supporting students' academic and career development.	Yes	
Maintains excellent interpersonal skills and builds positive working relationships with students, parents and colleagues.	Yes	
Displays strong attention to detail and a commitment to accuracy and quality service delivery.	Yes	

Demonstrates flexibility and adaptability in responding to changing priorities and students' needs.	Yes	
Exercises sound judgement, emotional intelligence and sensitivity when handling challenging situations.	Yes	
Shows initiative and a proactive approach to identifying opportunities for improvement.	Yes	
Maintains a positive, approachable and supportive disposition when engaging with students, parents and colleagues.	Yes	
Experience training staff and supporting PSHE-based careers education.		Yes
Commitment to upholding the values and ethos of Charterhouse Lagos.	Yes	
Ability to maintain a professional demeanour when dealing with students, parents and other staff.	Yes	



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Key Responsibilities	
1	University and Higher Education Guidance:
i.	Provide individual and group guidance to students on university options, course selection, higher education pathways and career-related academic choices.
ii.	Help students identify universities and programmes that align with their academic performance, interests, abilities, career aspirations and circumstances.
iii.	Advise students on entry requirements, admission criteria, application procedures, deadlines, scholarships and other funding opportunities.
iv.	Explain application processes and requirements across relevant countries and education systems.
v.	Encourage students to make informed, realistic and well-researched decisions about university and course choices.
2	University Applications and Admissions:
i.	Coordinate and monitor students' university applications, ensuring that applications are complete, accurate and submitted within relevant deadlines.
ii.	Guide students in preparing personal statements, application essays, CVs and other supporting documents required for admission.
iii.	Review application materials and provide constructive feedback to strengthen their quality and presentation.
iv.	Liaise with academic staff to obtain predicted grades, references, transcripts and other supporting documents.
v.	Monitor application outcomes, including offers, rejections, conditional offers and outstanding decisions, and advise students on next steps.
vi.	Support students with offer decisions, offer conditions, confirmation procedures and transition arrangements.
vii.	Maintain accurate records of university applications, offers, acceptances, scholarships and final destinations.
viii.	Administer the school's UCAS Centre processes and coordinate applications through Common App and other international systems, including predicted grades, references and transcripts.
3	Career Guidance and Development:
i.	Provide individual and group careers counselling to help students identify their interests, strengths, abilities and career aspirations.
ii.	Guide students in exploring career options, industry trends, professional pathways and the academic qualifications required for different fields.
iii.	Help students understand the relationship between subject choices, university courses, professional qualifications and future career opportunities.
iv.	Coordinate appropriate career-interest or aptitude assessments, where applicable, and use the outcomes to support career exploration and decision-making.
v.	Organise career talks, workshops, industry engagement sessions and career-awareness activities involving professionals and relevant organisations.
vi.	Develop and maintain resources on career pathways, emerging industries, employability skills and further education opportunities.
vii.	Support students in developing skills for academic and professional success, including communication, research, decision-making and self-presentation.
viii.	Engage parents and guardians, where appropriate, to support students' career exploration and academic pathway decisions.
ix.	Monitor developments in the employment market and emerging careers to ensure that guidance remains current and relevant.
4	University Relations and Engagement:
i.	Establish and maintain professional relationships with universities, admissions officers, recruitment representatives and other higher education stakeholders.

ii.	Coordinate university visits, information sessions, university fairs, webinars and other higher education engagement activities for students and parents.
iii.	Identify opportunities for university partnerships, outreach programmes, campus visits and activities that enhance students' exposure to higher education.
iv.	Keep abreast of changes in university admission requirements, application processes, scholarship opportunities and higher education trends.
v.	Share relevant university information, admissions updates and opportunities with students, parents and appropriate members of staff.
5	Student and Parent Engagement:
i.	Conduct regular meetings with students to review university and career plans, application progress, outstanding requirements and areas requiring support.
ii.	Engage parents and guardians on students' university options, career exploration, application progress and admission outcomes.
iii.	Organise and facilitate parent information sessions on university applications, career pathways, admission requirements and higher education financing.
iv.	Provide appropriate guidance to students who are uncertain about their university or career choices or who experience challenges during the application process.
v.	Maintain appropriate records of counselling sessions, student progress and relevant communications, ensuring confidentiality.
6	Administration, Records and Reporting:
i.	Maintain accurate and up-to-date records of students' university preferences, applications, outcomes, offers and final destinations.
ii.	Develop and maintain application tracking systems to monitor deadlines, outstanding documents, admission decisions and follow-up actions.
iii.	Prepare periodic reports on university applications, offers, acceptances, scholarships, career guidance activities and students' higher education destinations for Management.
iv.	Follow up with students and relevant staff to ensure outstanding application requirements are addressed promptly.
v.	Maintain an organised repository of university prospectuses, admission requirements, application guidelines, scholarship information and careers resources.
vi.	Handle student information and application records securely and in accordance with the school's data protection and confidentiality requirements.
7	Collaboration and School Engagement:
i.	Work collaboratively with the Head of Sixth Form, teachers, Heads of Department and relevant staff to support students' university and career aspirations.
ii.	Provide academic staff with relevant information on university admission requirements and the academic expectations of higher education institutions.
iii.	Contribute to the planning and delivery of careers guidance, higher education awareness programmes and student development initiatives.
iv.	Participate in relevant school meetings, events and activities as required.
v.	Carry out other duties reasonably assigned by the line manager in support of the school's educational objectives.
8	Careers Education and PSHE (Years 7–13):
i.	Develop, implement and review a progressive careers education programme across Years 7–13.
ii.	Work with PSHE staff and form tutors to embed age-appropriate careers learning within the PSHE curriculum.
iii.	Support students with Year 9 IGCSE options, Year 11 A Level choices and post-18 pathway decisions.
iv.	Provide staff training and guidance to support consistent delivery of careers education.
9	Unifrog and Digital Guidance Platforms:
i.	Lead the implementation and ongoing administration of Unifrog, including access, onboarding and staff training.
ii.	Monitor student participation, careers exploration and university research using appropriate platform reports.

iii.	Maintain Careers and University Counselling resources in Microsoft Teams and support students in using digital guidance tools.
10	Extended Project Qualification (EPQ):
i.	Coordinate the Edexcel EPQ programme, including taught skills sessions, supervision, milestones and project deadlines.
ii.	Teach or arrange sessions on research, academic integrity, referencing, critical evaluation, project planning and presentations.
iii.	Guide students in developing proposals and maintaining activity logs while preserving the independence of their projects.
iv.	Monitor progress and coordinate supervision, assessment, internal standardisation and moderation with relevant staff and the Examinations Officer.
11	University Readiness and Enrichment:
i.	Promote supercurricular opportunities including academic reading, research, competitions, lectures and summer schools.
ii.	Develop links with employers to facilitate appropriate work experience, internships, job shadowing and careers encounters.
iii.	Encourage students to maintain reflective records of achievements, experiences and skills for future applications.
12	Safeguarding Responsibilities:
i.	Demonstrate a clear understanding of the school's safeguarding policies, procedures and expectations.
ii.	Maintain appropriate professional boundaries in all interactions with students, parents and colleagues.
iii.	Report safeguarding concerns, disclosures or suspicions promptly through the school's established reporting procedures.
iv.	Maintain confidentiality and handle sensitive student information appropriately, sharing information only with authorised persons and in line with safeguarding requirements.
v.	Participate in mandatory safeguarding training and other relevant professional development activities.
vi.	Comply with all safer recruitment requirements and safeguarding checks applicable to the role.



Primary School Library

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Official signing of the Charterhouse Lagos Agreement at Charterhouse UK

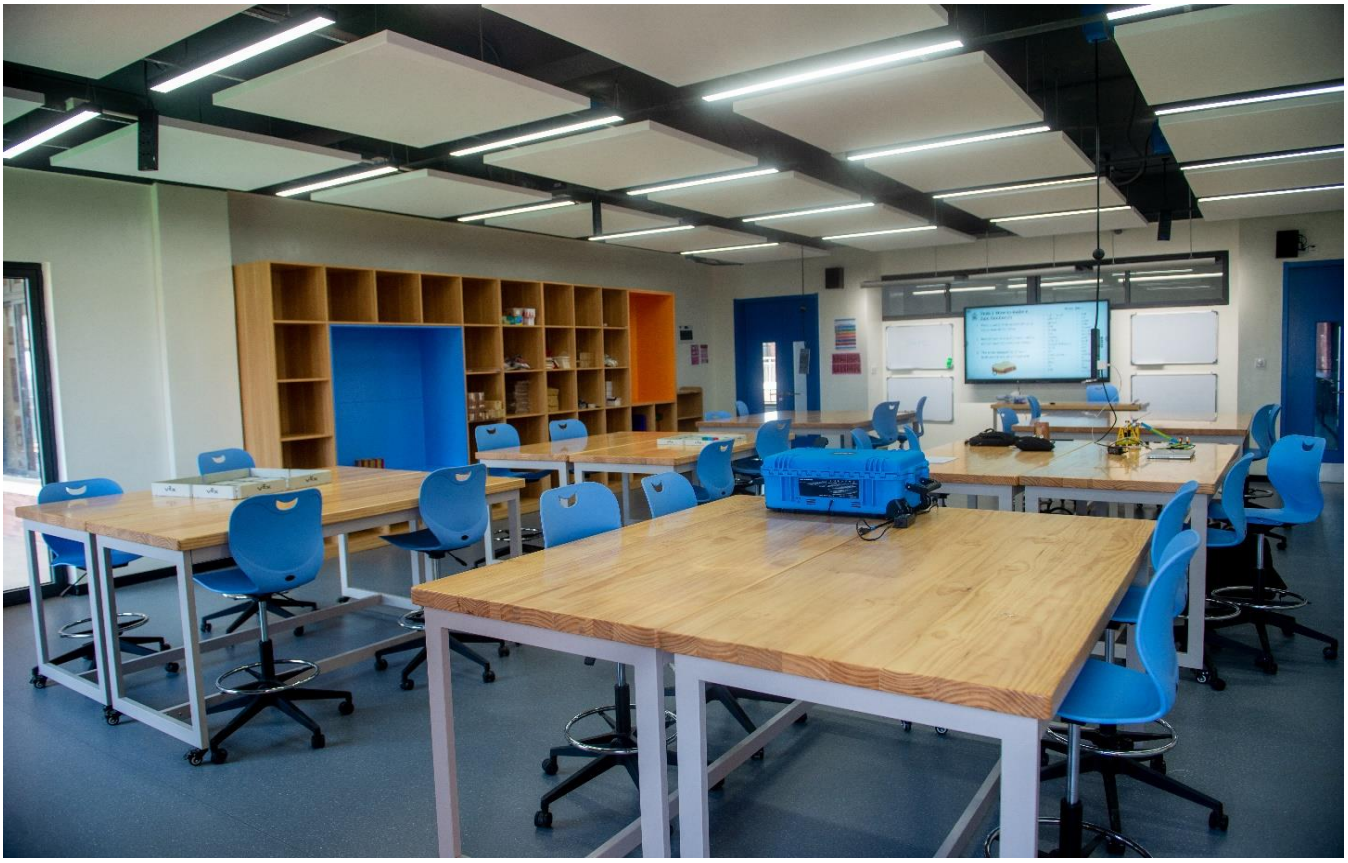
About our School

We opened in September 2024 and we are setting a new standard in education provision in Nigeria and West Africa. With world-class facilities and a focus on excellence, we are creating students with a passion for learning, for excellence and for leadership.

The school community is self-contained and lies in Ajah on the Lekki Peninsula, Lagos. The secure compound offers the best educational facilities in Nigeria. 24-hour security ensures that our students and staff can take advantage of the amazing facilities. We expect our older students to board at the school.

Facilities include fully connected classrooms, science and STEM labs, music, art, drama and library spaces, an 800-seat professional standard theatre, a 25-metre competition pool, along with a learn to swim pool, an NBA standard indoor basketball stadium, outdoor and indoor football pitches, and a beautifully landscaped campus that offers relaxation as well as a connection to nature.

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Primary School STEM Room

The school offers an international education for students aged 5 to 18 (Years 1 to 13) using the British curriculum and leading to the IGCSE and A level qualifications. These will allow our students to aspire to the very best universities worldwide.

Opening a new school is a huge challenge and adaptability will be key. We aim to create British style international school reflecting the heritage and culture of the great UK independent schools. We are seeking leaders who will bravely tackle challenges and challenge expectations; we want individuals who will set aspirational targets for students and staff and lofty goals for our school.

Phase 1 of our building programme opened in September 2024 and phase 2, with the secondary school facilities is now completed. Phase 3 will follow over the next few years. Years 1 to 6 are already established in our primary school, and we just added Years 7, 8 and 9 in September 2025. In September 2026, we welcomed Year 10 (IGCSE) and Year 12 (A Levels), completing our current educational offering.

We hope that you will consider joining us to create an exciting new future in Lekki, Lagos.

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TERMS AND CONDITIONS

Contract

This is a permanent full-time, full year position. The post will be considered probationary for a period of up to 6 months. Working hours will be full time, full year with occasional weekends as required.

Salary

Competitive

Benefits

Professional Development

Professional and international working environment, professional development and training opportunities.

Health Insurance

HMO coverage for employees and their families.

Meals

Free meals and refreshments are available to staff whilst on duty and when catering is in operation.

Holiday

The holiday year runs from August- July, in line with the academic year and leave entitlements, usually taken in the school holidays. This leave is in addition to Federal Public Holidays.

Fitness Centre Membership

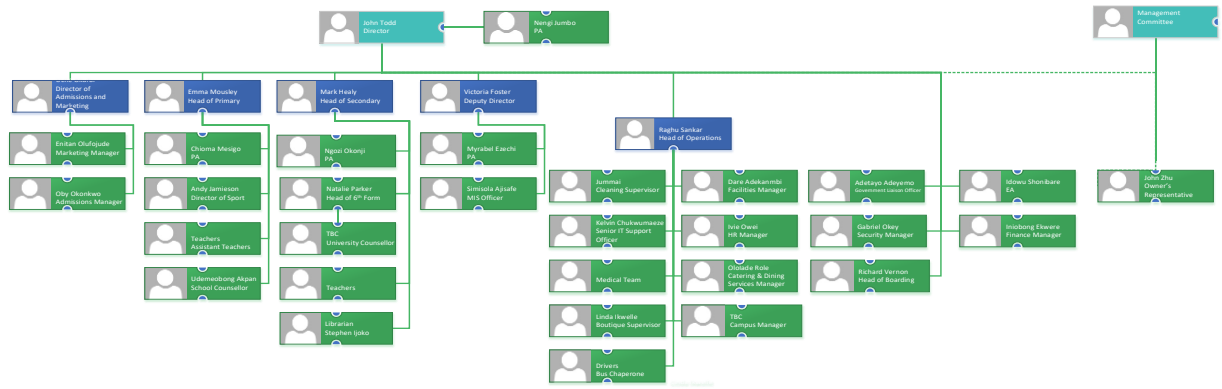
All academic and business staff are entitled to join the Fitness Centre, with access to the swimming pool, gym and fitness activities.

Pre-Employment Checks

Any offer of employment is subject to numerous checks to comply with our Safer Recruitment processes and our Safeguarding Policy (available to view on our website), please see our link for APPLICATION AND RECRUITMENT PROCESS EXPLANATORY NOTE.docx

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Organisation Chart:



Safeguarding

Charterhouse Lagos is committed to safeguarding and promoting the welfare of all our students and expects all applicants to share this commitment. We follow safer recruitment practices which are aligned with recommendations from the International Task Force on Child Protection. We aspire to the highest international standards of recruiting practices with specific attention to child protection. All appointments are subject to interviews, identity checks, criminal record checks, social media checks and successful references.

Data Protection

The personal data relating to candidates, including personal data provided in, or along with the enquiry and application forms, is required to be collected by Charterhouse Lagos/The Huntington Education Group, for purposes of candidate evaluation, and facilitating the recruitment process. By providing us with your personal data, you give your consent to us for collecting, retaining, processing, transferring (including cross-border transfer) and disclosing personal data to any third parties (including intra-group) for achieving the above purpose.

Diversity, Equality and Inclusion

At Charterhouse Lagos, we want everyone to feel valued, appreciated, and free to be who they are at work, whilst remaining true to the culture and laws of Nigeria. Our recruitment processes are designed to prevent discrimination regardless of gender identity or expression, sexual orientation, religion, ethnicity, age, neurodiversity, disability status, citizenship, or any other aspect which makes them unique.