

Person Specification

POST: Careers Co-ordinator

| | ESSENTIAL | DESIRABLE |
|----------------------------------|---|---|
| Qualifications | Good standard of general education (must hold passes in GCSE (or equiv.) Maths and English qualifications) | Previous experience of working in a school or educational environment |
| Previous Work | Experience of working with young people of secondary school age | |
| Professional Skills & Experience | <p>Awareness of local and national organisations to support with delivering a successful careers programme</p> <p>A competent IT user with excellent administration and organisational skills</p> <p>Good time-management skills</p> <p>Excellent communication and interpersonal skills- with both students and adults, including parents/carers</p> <p>Ability to work with complete discretion and confidentiality</p> | |
| People Management Skills | <p>Ability to establish working relationships with a wide range of people from within and outside of school</p> <p>Empathetic, resilient, responsible and reliable</p> | |
| Other Personal Qualities | <p>An ability to work in a busy environment and under time pressure, to prioritise and to meet deadlines</p> <p>A capacity to remain calm and to cope with the unexpected</p> <p>A commitment to equal opportunities and inclusion</p> <p>High work standards</p> <p>To share the school's commitment to safeguarding and promoting the welfare of children and young people</p> | |