

Careers Officer

EDUCATION	Requirement:	Assessed at:
At least 5 A*-C GCSE including Math, English and Science or equivalent.		
Formal qualification in career information and advice (or equivalent to)		
Evidence of further professional development		
Ability to use Microsoft packages		
Evidence of further professional development		

EXPERIENCE OF	Requirement:	Assessed at:
Using a management information system		 
Working effectively in an education environment		 
Working using collaborative partnerships		 
Excellent ICT skills		 
Excellent communication skills, both verbal and written		 

BEHAVIOURS	Requirement:	Assessed at:
Natural communicator; relationship building skills with a range of stakeholders		 
Good interpersonal skills		 
Proactive and innovative		 
Commitment to high standards, best value and continuous improvement		
A 'can-do' approach and positive attitude to innovation and change		

KNOWLEDGE & UNDERSTANDING	Requirement:	Assessed at:
Understanding of the education system		 
Understanding of the Data Protection Act		 

ATTRIBUTES	Requirement:	Assessed at:
Committed to the values aims of Wootton Park School		 
Committed to Equality and Diversity		 
Committed to own continuing professional development		 
Commitment to Safeguarding & Child Protection		 
Clear view of what high standards and performance looks like		 
Proactive / strong problem solver with the ability to make things happen		 