



Watford Grammar School for Girls

Person Specification	
Position:	Careers Lead
Department:	Careers

	Requirement	Desired/Essential	Assessment
Qualification	GCSE or equivalent pass in English and Maths	Essential	Application Form
	Level 6 Careers Guidance Qualification	Desirable	Application Form
	Willingness to complete Level 6 Careers Guidance qualification	Essential	Application Form/Interview
Specific Training Requirements	Safeguarding in schools	Desirable	Application Form/Interview
Experience	Experience in careers guidance or education	Essential	Application Form/Interview
	Use of Unifrog or similar careers package	Desirable	Application Form/Interview
Knowledge	Knowledge of Gatsby Benchmarks and CEIAG	Essential	Application Form/Interview
	Knowledge of Higher and Further Education process.	Desirable	Application Form/Interview
Skills and Competencies	Ability to use Microsoft package of software such as Teams.	Desirable	Application Form
	Competent use of Excel	Essential	Application Form/Interview
	Able to work effectively with wide range of external providers, families and children.	Essential	Interview
Communication Skills	Excellent communication	Essential	Application Form/Interview



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	skills, written and oral		
Personal Attributes	Ability to work independently, but also as part of a wider team	Essential	Interview
Other	In sympathy with the aims of the school	Essential	Interview

Notes

Applicants called for interview should note that the interview itself (and/or any additional tasks to be performed, if applicable) will be appropriate to the role advertised and:

- Focus on the requirements to carry out the duties of the job, as described
- Explore issues relating to the safeguarding and promoting the welfare of children, including
 - Motivation to work with children and young people
 - Ability to form and maintain appropriate relationships and personal boundaries with children and young people
 - Emotional resilience in working with challenging behaviours
 - Attitudes to use of authority and maintaining discipline
- Be used to explore any relevant issues arising from references received