

Person Specification

Careers Advisor

	Essential	Desirable
Education and qualifications	<ul style="list-style-type: none"> • Minimum GCSE Maths & English Grades A*-C or equivalent. • Level 4 Diploma in Career Information and Advice • Level 6 Diploma in Career Guidance and Advice or other relevant degree qualification. Consideration will be given to a candidate currently working towards their Level 6 Diploma • High standard of literacy and numeracy. 	<ul style="list-style-type: none"> • Other Under and Postgraduate qualification in careers guidance
Relevant experience	<ul style="list-style-type: none"> • Experience of managing own workload to meet conflicting demands and deadlines • Ability to maintain detailed and accurate records. • ability to use current Windows based packages including Microsoft Word, Excel, Outlook and PowerPoint, software relevant to Careers. 	<ul style="list-style-type: none"> • Experience of working within a school environment • Experience of using school MIS systems • experience of organising and leading school visits to colleges, universities and careers events • experience of leading whole school careers activities and events
Specialist knowledge and skills	<ul style="list-style-type: none"> • Excellent organisational, communicating and problem-solving skills, with the ability to use own initiative and work proactively both in a team and independently • Demonstrates a flexible approach to work to enable effective delivery of service. • Good interpersonal skills and confident communicator • Excellent organisation/administrative skills, and meet deadlines 	<ul style="list-style-type: none"> • knowledge and understanding of key developments in IAG and the local/national labour market
Interpersonal and communication skills	<ul style="list-style-type: none"> • Strong listener and able to communicate in a clear and concise manner both on the telephone and face to face, who can effectively convey information at an appropriate level. • Proactive, flexible and adaptable. • Ability to remain calm in stressful situations. • Punctual, reliable and conscientious. 	
Additional requirements	<ul style="list-style-type: none"> • Commitment to the school ethos and aims. • Commitment to equal opportunities 	