

**THE SELE SCHOOL
PERSON SPECIFICATION**

Job Title: Careers Leader		
KEY CRITERIA	ESSENTIAL	DESIRABLE
Qualification and Training	Good level of education to include GCSE passes in Maths and English	Achieved or working towards Level 6 qualification in Careers Leadership Level 1 Safeguarding Experience of direct work with children, young people, staff, parents and carers.
Competence Summary (Knowledge, abilities, skills, experience)	Good knowledge of IT (Office, SIMS, Google Suite, social media as appropriate) Willing and able to learn and operate new IT systems and databases as appropriate	Knowledge of Labour Market information Commercial awareness and experience of good business practice Knowledge of SEND and how to support students with additional needs
Work-related Personal Requirements	Demonstrate excellent communication skills and the ability to build positive relationships with children, young people and their families, both written and verbal. Excellent organisational, administrative and time management skills Maintain confidentiality when handling detailed and sensitive information Honest and reliable with good timekeeping. Ability to work effectively as part of a team and independently when required. Event planning, project management Flexible, highly organised and able to multi-task and prioritise work to meet deadlines Helpful, approachable with positive nature Able to stay calm and diplomatic under pressure Able to take ownership of tasks and work with minimal supervision Willing to learn and develop own skills	You will be able to engage positively and negotiate with professionals from a range of services. People management Influencing Be able to present to students and parents and our Senior leadership team Finance / budget management
Other Work Requirements	Implement safety practices in all areas.	

	<p>Understanding of the schools ethos and values An understanding of school policies, including those relating to curriculum matters and Health and Safety.</p>	
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