



## Person Specification – Careers Advisor (maternity cover)

Qualifications & Experience	Essential	Desirable
Minimum 5 GCSEs Grades A*-C or equivalent including English and Maths	✓	
Level 6 qualification in careers guidance and development		✓
ICT literate, with an ability to use school ICT equipment for logging, monitoring and communication	✓	
Successful experience of providing careers advice.	✓	
A knowledgeable and sound understanding of Further Education systems and careers education and guidance practices.	✓	
Experience of working in a related role, preferably in education environment		✓
Abilities & Skills	Essential	Desirable
Ability to work to a high level of accuracy and attention to detail	✓	
Ability to manage time effectively, organise & prioritise workloads and work proactively to ensure objectives are fulfilled	✓	
Ability to work with representatives of external agencies and organisations	✓	
High standard of written and verbal communication skills	✓	
Able to speak to a group of people and clearly communicate information	✓	
An ability to make confident and lively presentations to a range of people including students, staff and other stakeholders	✓	
Be able to communicate with care and respect to students, staff, parents and carers	✓	
Ability to work to a high level of accuracy and attention to detail.	✓	
Personal Qualities		
Committed to personal development	✓	
Record of excellent practice	✓	
Use own initiative and work independently	✓	
Excellent communication skills with adults and children, verbally and in writing	✓	



Motivate, inspire and have high expectations of pupils	✓	
Creative approach to problem solving	✓	
Ability to adapt quickly and effectively to changing circumstances/situations	✓	
Work calmly under pressure	✓	
Committed to personal and professional development	✓	!
Ability to critically evaluate own performance	✓	!
Awareness of, and commitment to, equalities issues	✓	!