

THE BISHOP OF WINCHESTER ACADEMY

Careers and Work Experience - Person Specification

Ethos	Essential	Desirable	MOA
- Support the sponsors' vision, Christian Ethos and values that are embedded in the day-to-day and long-term running of the academy. - Each post holder must share the commitment of the sponsors' principles and values of honesty, respect, hospitality, compassion, love, forgiveness, self-discipline, creativity and hope. - All academy post-holders are expected to contribute to the development of young people and the community through the specialism of Enterprise & Innovation and Mathematics.	✓ ✓ ✓		A, I A, I A, I
Education, Training and Qualifications			
- Qualification in Careers Guidance (QCG) - GCSE English and Mathematics at grade C or above - Competent working with Microsoft Office packages - Other educational/training achievements to support clear reporting and presentation skills - Requirement to participate in training/development as/when identified by line manager as essential for performance of the post. - Ability to use school management information systems (Arbor)	✓ ✓ ✓ ✓ ✓	✓ ✓	A, C A, C A, I A, C, I A, I A, I
Knowledge and Experience			
- Experience of delivering careers advice to young people. - Experience of working with young people within a school environment. - Experience of working in a busy environment which can at times be highly pressured. - Experience of working in partnership with outside agencies. - Experience of delivering high quality administrative support. - Experience of using inputting and retrieving information from databases.	✓ ✓ ✓	✓ ✓ ✓ ✓	A, I A, I A, I A, I A, I A, I
Skills and Abilities			
- Excellent communication skills, both oral and written. - Able to work discretely with confidential information. - Able to motivate and inspire young people. - Able to work independently and using own initiative. - Able to handle pressure when times are busy. - Able to liaise effectively with Senior Leaders and all staff, stakeholders and outside agencies. - Able to liaise and form positive relationships with employers and the local community. - Able to work within agreed parameters and understand and follow instructions. - Have a working knowledge of Windows based programmes to manage and analyse data. - Ability to remain calm and contribute to the resolution of problems. - Flexible and able to respond quickly to new situations. - An aptitude for responding to situations requiring urgent and decisive action. - Able to effectively handle and analyse data	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓	✓	A, I A, I A, I A, I A, I A, I A, I A, I A, I A, I A, I A, I A, I
Other			
- Fully committed to the academy's Equal Opportunities Policy. - Willing to carry out all duties having regard to an employee's responsibility under the Academy Health and Safety Policy. - Commitment to own personal and professional development and learning. - Commitment to working under and promoting the Academy's Safeguarding policy.	✓ ✓ ✓ ✓		A, I A, I A, I, R A, I

Key: A = Application, I = Interview and Assessment, R = Reference, C = Certificate