

## Person Specification Careers Advisor

<b>QUALIFICATIONS &amp; EXPERIENCE</b>	<b>Essential</b>	<b>Desirable</b>
Minimum 5 GCSE Grades A*-C or equivalent including English and Maths	✓	
Educated to NVQ Level 3 or equivalent qualification or experienced in working at that level	✓	
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		✓
<b>ABILITIES &amp; SKILLS</b>	<b>Essential</b>	<b>Desirable</b>
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 ATTRIBUTES	Essential	Desirable
Committed to personal development	✓	
Record of excellent practice	✓	
Ability to remain calm under pressure	✓	
Ability to handle information securely and confidentially	✓	
An understanding of the needs and values of different communities, in particular the different cultures the Academy serves	✓	
Carry out professional duties in a positive, helpful and courteous manner	✓	
Committed to personal development	✓	
Record of excellent practice	✓	