



The Grange School Person Specification – Careers Adviser

A. Qualifications & Training

Essential

- Good general education (e.g. GCSEs including English and Maths or equivalent).
- Willingness to undertake and complete the Level 6 Diploma in Career Guidance and Development (within 18 months).

Desirable

- Relevant degree or professional qualification in education, youth work, or guidance.
- Training in safeguarding, SEND, or careers education.

B. Experience

Essential

- Experience of working with young people (11–18) in an educational or youth setting.
- Experience of providing support, advice, or mentoring to individuals or small groups.
- Experience of working collaboratively with staff, parents, and external agencies.

Desirable

- Experience delivering careers education, advice, and guidance (CEIAG).
- Experience working with vulnerable students, including SEND or EHCP students.
- Experience organising events (e.g. careers fairs, employer encounters, work experience).
- Experience using school MIS systems (e.g. Bromcom) or careers platforms.

C. Knowledge & Understanding

Essential

- Ability to learn and understand post-16 and post-18 pathways (FE, HE, apprenticeships, employment).
- Ability to gain knowledge of labour market information (LMI) and progression routes.
- Awareness of safeguarding, equality, and inclusion in a school setting.
- Understanding of barriers to progression (e.g. NEET risk, disadvantage).

Desirable

- Knowledge of Gatsby Benchmarks and statutory careers guidance expectations.
- Understanding of local education, training providers, and employer landscape.
- Awareness of EHCP processes and SEND transition planning.

D. Skills & Abilities

Essential

- Strong interpersonal and communication skills (verbal and written).
- Ability to provide impartial advice and guidance to students and families.
- Ability to build rapport with young people and motivate them to achieve goals.
- Organisational skills: able to manage a caseload and maintain accurate records.
- Ability to plan and deliver group sessions and support activities.
- Competent IT skills, including using databases, online platforms, and Microsoft Office.

Desirable

- Ability to analyse destination data and evaluate student outcomes.
- Skills in delivering presentations or workshops.
- Experience maintaining websites or digital careers platforms.

E. Personal Qualities

Essential

- Commitment to supporting all students to achieve positive destinations.
- Professional integrity and ability to maintain confidentiality.
- Proactive, flexible, and able to work independently and as part of a team.
- Inclusive and student-centred approach.
- Commitment to ongoing professional development.

Desirable

- Enthusiasm for careers education and employer engagement.
- Resilience and ability to manage competing priorities.

F. Safeguarding & Compliance

Essential

- Commitment to safeguarding and promoting the welfare of children.
- Willingness to comply with school policies (safeguarding, data protection, health & safety).

G. Additional Requirements

- Willingness to attend parents' evenings, results days, and school events.
- Willingness to liaise with external partners (colleges, training providers, employers).
- Commitment to contributing to the wider ethos and life of the school.