

# **Person Specification: Careers Co-ordinator**

May 2017

Attributes	Essential	Desirable	Method of Assessment
<b>Experience</b> (Relevant work and other experience)	<ul style="list-style-type: none"> <li>Experience of working in business/industry</li> <li>Awareness of confidentiality issues linked to home/student/teacher/school work and to keep confidences as appropriate.</li> <li>Computer literate.</li> </ul>	<ul style="list-style-type: none"> <li>Understanding of Child Protection and Health and Safety Regulations.</li> <li>Experience of working within the careers service</li> <li>Experience of working with young people</li> </ul>	Letter of application and references. Interview.
<b>Education &amp; Qualifications</b>	<ul style="list-style-type: none"> <li>Have a GCSE Grade C or equivalent in Maths and English.</li> </ul>	<ul style="list-style-type: none"> <li>Appropriate accredited qualification in CEIAG.</li> </ul>	
<b>Training</b>	<ul style="list-style-type: none"> <li>Willingness to undertake relevant training.</li> </ul>		Application, interview & references.
<b>Skills and Abilities</b>	<ul style="list-style-type: none"> <li>Ability to work with young people.</li> <li>Ability to work effectively as a member of a team and to work independently when required.</li> <li>Good, clear communication skills, oral and written.</li> <li>Well motivated; ability to work with minimum supervision.</li> <li>Excellent interpersonal skills.</li> <li>Eye for detail and committed to accuracy.</li> <li>Ability to keep to procedures.</li> <li>Strong organisational skills</li> <li>Commitment to collaboration with local schools, colleges, businesses and agencies.</li> <li>Confident to speak to a wide range of people.</li> </ul>	<ul style="list-style-type: none"> <li>Awareness of data protection.</li> <li>Ability to follow written procedures.</li> </ul>	Letter of application and references.  Interview
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>Commitment to the ethos and aims of the school.</li> <li>Excellent work ethic.</li> <li>Patient and conscientious.</li> <li>Excellent timekeeping.</li> <li>Good role model for students.</li> </ul>		Letter of application and references.  Follow up in interview questions