**NORTH LEAMINGTON SCHOOL**

**Careers Coordinator**

**Person Specification**

**Skills and knowledge**

|  |  |
| --- | --- |
| Working knowledge of common ICT applications, especially Microsoft Word and Excel | Essential |
| Knowledge or understanding of Work Related Learning careers | Essential |
| Ability to provide information, advice and guidance | Desirable |
| Knowledge of Enterprise and employability skills, Work Experience and the Connexions service | Desirable |
| Strong interpersonal skills with the ability to work and network effectively with others | Essential |
| Excellent communications skills, both written and oral (students, parents, staff, outside agencies) | Essential |
| Ability to manage relationships at all events | Essential |
| Excellent organisational skills/administrative skills | Essential |

**Qualifications/Attainment**

|  |  |
| --- | --- |
| GCSE Mathematics and English – Grade C or above | Essential |
| Health and Safety risk assessments | Desirable |
| Relevant CIAG Qualification | Desirable |
| Relevant qualification/training, equivalent to NVQ Level 4 (eg. social services, youth and community, probation, police, counselling) or the ability to demonstrate equivalent knowledge, experience and skills | Essential |

**Experience**

|  |  |
| --- | --- |
| Working as part of a team | Essential |
| Working with young people of secondary age | Desirable |

**Attitude/approach**

|  |  |
| --- | --- |
| Able to form good working relationships with colleagues, and to relate appropriately to students | Essential |
| Reliable and good time-keeper | Essential |
| Discreet and able to deal with confidential information  | Essential |
| Hard working and well motivated, positive | Essential |
| Willing and able to work independently and as part of a team | Essential |
| Able to show initiative and problem-solve | Essential |
| Caring but firm approach and empathy towards young people | Essential |
| Able to form effective working relationships with staff | Essential |
| Enthusiastic and committed to the aims/objectives of the school | Essential |
| Willing to participate in wider school activities | Essential |