



King Edward VI School

Careers Co-ordinator - 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 provision	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 qualification/training, equivalent to NVQ Level 4 (e.g. IAG/Careers qualification, 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	Essential

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