**PERSON SPECIFICATION**

**Careers Advisor**

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| **Attribute** | **Essential** | **Desirable** | **How identified** |
| Qualifications | * Have a degree and/or relevant guidance qualification. | * Appropriate accredited qualification in CEIAG. | * Application * References |
| Knowledge and skills | * Ability to work with young people. * Ability to work effectively as a member of a team and to work independently when required. * Good, clear communication skills, oral and written. * Well motivated; ability to work with minimum supervision. * Excellent interpersonal skills. * Eye for detail and committed to accuracy. * Ability to keep to procedures. * Strong organisational skills * Commitment to collaboration with local schools, colleges, businesses and agencies. * Confident to speak to a wide range of people. | * Awareness of data protection. * Ability to follow written procedures. | * Application * References * Interview task * Interview |
| Experience | * Awareness of confidentiality issues linked to home/student/teacher/school work and to keep confidences as appropriate. * Computer literate. * Experience of working with young people * Experience of working within the careers service | * Understanding of Child Protection and Health and Safety Regulations. * Experience of working in business/industry | * Application * References * Interview |
| Continuous Professional Development | * Willingness to undertake relevant training. * Evidence of commitment to personal CPD |  | * Application * References * Interview |
| Personal Qualities | * Commitment to the ethos and aims of the school. * Excellent work ethic. * Patient and conscientious. * Excellent timekeeping. * Good role model for students. |  | * References * Interview |

The Morley Academy is committed to safeguarding the welfare of children, and applicants will be subject to full employment checks, including an enhanced DBS disclosure.