**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
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| 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
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| 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
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| Continuous Professional Development | * Willingness to undertake relevant training.
* Evidence of commitment to personal CPD
 |  | * Application
* References
* Interview
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| 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
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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.