

Torquay Girls' Grammar School



Person Specification: Careers Advisor

Qualifications	• Level 6 Qualification in Career Guidance, or similar • A minimum of GCSEs in English and Mathematics
Experience	• Experience working with young people • Experience working in the education sector • Experience of working in a busy environment • Experience of using the Unifrog platform, desirable
Knowledge, Skills and Abilities	• Knowledge of the Code of Ethics from the Careers Development Institute (CDI) • High level of proficiency with Microsoft Office, including Word and Excel • Excellent attention to detail • Effective communication and interpersonal skills • Excellent time management • Ability to build effective working relationships with staff and other stakeholders
Personal Qualities	• Commitment to promoting the ethos and values of the school and getting the best outcomes for all students • Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school • Ability to work under pressure and prioritise effectively • Commitment to maintaining confidentiality at all times • Commitment to safeguarding and equality