

Careers Officer
Aureus School - Person Specification

Position: Admissions Officer	Essential	Desirable
Qualifications:		
GCSE Maths and English (or equivalent)	Y	
Level 6 Diploma in Career Guidance and Development		Y
Evidence of continuous professional development	Y	
Professional and Experience:		
Evidence of working in an office or in an administrative capacity	Y	
High level of organisational skills	Y	
Excellent interpersonal and communication skills	Y	
Experience of research and cataloguing		Y
Flexible approach to work	Y	
Knowledge and understanding of careers	Y	
Knowledge and understanding of education		Y
Ability to work independently, demonstrating initiative.	Y	
Evidence of dealing with young people		Y
A good level of ICT capability and experience	Y	
Personal Attributes		
Ability to relate effectively to, and earn the confidence of, staff, students and parents	Y	
Able to foster good relations with employers and external agencies	Y	
Have the ability to work independently	Y	
Good time manager with ability to prioritise and meet deadlines	Y	
Commitment to safeguarding and promoting the welfare of children and young people	Y	
Patience, resilience, tolerance and a genuine understanding of the difficulties that students may encounter with their school and home life.	Y	
Ability to develop and sustain successful relationships with colleagues at all levels	Y	
Excellent organisational skills, ability to work under pressure and meet deadlines	Y	
Ability to plan, monitor, evaluate and review	Y	

Communicate clearly and concisely both verbally and in writing, with all customers (pupils, parents, colleagues, external contacts, etc.)	Y	
Ability to write clear and informed reports		Y
Ability to create innovative solutions to solve problems		Y
Safeguarding:		
GLF Schools is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The successful candidate will have to meet the person specification and will be required to apply for a DBS disclosure. We particularly welcome applicants from under-represented groups including those based on ethnicity, gender, transgender, age, disability, sexual orientation or religion.		