



Person Specification: Careers and Aspirations Manager

1. QUALIFICATIONS

- Educated to degree level (or equivalent) or excellent relevant knowledge and skills
- A qualification in careers guidance or a willingness to work towards a level 4 qualification in Careers & Information Advice & Guidance.

2. EXPERIENCE

- Experience of managing projects successfully
- Experience of producing information, advice and guidance tools and resources, including web resources
- Experience of working directly with young people in the provision of careers advice and guidance
- Experience of working with amounts of data and producing reports
- Experience of engaging with employers, higher education, training institutions etc. to secure opportunities for young people

3. KNOWLEDGE, SKILLS AND ABILITY

- Ability to engage, motivate and inspire young people
- A comprehensive understanding of the education and employment routes available to young people post-16
- Ability to deliver presentation to wide audiences
- Excellent communication skills, both written and oral; and the ability to develop working relationships with a range of people
- The ability to work effectively with both smalls and large groups of students
- The ability to successfully manage a varied workload and meet multiple deadlines
- Flexibility and an ability to work under pressure
- A commitment to equality of opportunity and inclusive education
- Awareness of national initiatives in post-16 education and options
- Excellent IT skills, including proficiency in using Microsoft Office and Google Drive applications

4. LEADERSHIP AND MANAGEMENT

- Excellent administrative and organisational skills with particular emphasis on attention to detail and quality
- Understand and comply with procedures and legislation relating to data protection
- Motivation to continually improve standards and maintain high standards
- Ability to work across a range of schools liaising with and delegating to relevant staff
- Ability to demonstrate and promote FGCS's commitment to safeguarding, equality and diversity

5. PERSONAL QUALITIES

- Enthusiasm, humour and initiative
- A belief that the best interests of pupils come first
- Dedication to the role, resilience and willingness to learn
- An excellent record of attendance and punctuality
- Flexibility and an ability to adapt to change
- Empathic and capable of realistic self-assessment
- A collegiate team member with clear values
- The ability to contribute to wider school and trust initiatives