#

# UCAS ADVISOR

**PERSON SPECIFICATION**

|  | Essential | Desirable |
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| **Qualifications / Training** | * Level 2 Maths and English
* Experience of Studying A-Levels
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| **Experience** | * Experience of successfully working with young people to achieve a significant goal, this could be as a leader or participant
* Experience of successfully supporting students with the UCAS process
* Experience of using effective 1:1s to support positive progression
 | * Experience of successfully organising events individually or as part of a team
* Successful experience of working in a Sixth Form
* Successful delivery of group sessions to A level students from a diverse range of backgrounds
* Experience of multi-tasking and prioritising to achieve multiple demanding targets with differing deadlines
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| **Skills and Knowledge** | * Ability to inspire and motivate others
* Ability to work effectively with wide range of people including students, teachers, Curriculum Heads, and parents
* Excellent IT skills including ability to analyse large data sets with confidence on Microsoft Excel
* Excellent communication skills both verbally and written.
* Highly reflective about own areas for development with a willingness to improve skills
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| **Attributes / Other Requirements** | * Committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. We expect all staff to share this commitment
* Passionate about the importance of education
* Self-starter who is able to manage their own work and priorities
* Flexible approach to working, including the ability to work evenings and weekends, if required.
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