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# UCAS ADVISOR

**PERSON SPECIFICATION**

|  | Essential | Desirable |
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| **Qualifications / Training** | * Level 2 Maths and English * Experience of Studying A-Levels |  |
| **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 |
| **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 |  |
| **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. |  |