

Torquay Girls' Grammar School



Person Specification: Careers Adviser

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| Qualifications | <ul style="list-style-type: none">• Level 6 Qualification in Career Guidance, or similar• A minimum of GCSEs in English and Mathematics |
| Experience | <ul style="list-style-type: none">• 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 | <ul style="list-style-type: none">• 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 | <ul style="list-style-type: none">• 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 |