
	<p>EDMONTON ACADEMY TRUST PERSON SPECIFICATION</p> <p>CAREERS, GUIDANCE AND DEVELOPMENT ADVISOR</p>	
---	--	---

This person specification describes the skills; abilities and experience that we think are needed to do the job successfully. You should think about these carefully when writing the supporting statement part of your application form. We use the person specification as a benchmark against which we assess all candidates.

We will shortlist only those applicants who demonstrate in their application that they meet the criteria set out in the person specification. You should therefore make sure that your supporting statement demonstrates how your previous experience, skills, qualifications and abilities match all those on the person specification.

You may find it helpful to list each of the person specification criteria as a separate heading and explain how you meet that criterion. Try to give examples of your successes and achievements.

- A Level 6 Diploma in Careers Guidance and Development (NVQ or equivalent qualification is desirable, however a Level 4 Diploma in Careers Information and advice with relevant work experience will be considered.
- Experience in working in a careers or advice setting is essential.
- Knowledge of the Gatsby Benchmarks.
- Experience of working with young people would be an advantage.
- Good interpersonal skills; the ability to liaise with outside organisations and agencies, students, parents and staff at all levels.
- Good ICT skills – experience in using Microsoft Office; Word, Excel, databases (preferably SIMs) and Teams.
- Experience of using Unifrog and Compass.
- Excellent written and oral communication skills.
- Ability to prioritise own workload.
- A keen and flexible attitude to work.
- Good organisational skills, ability to work in an organised and efficient manner.
- Ability to work well as part of a team.