



| Criteria                                | Essential  | Desirable   | Assessment Method                           |
|---|--|---|---|
| <b>QUALIFICATIONS &amp; TRAINING</b>    | <ul style="list-style-type: none"> <li>✓ Educated to A level or NVQ Level 3 in appropriate subject area</li> <li>✓ Excellent numeracy and literacy skills</li> </ul>   | <ul style="list-style-type: none"> <li>✓ NVQ Level 4 in Advice &amp; Guidance First degree</li> <li>✓ Educated to degree level</li> </ul>   | Application Form                            |
| <b>EXPERIENCE</b>                       | <ul style="list-style-type: none"> <li>✓ Proven administrative experience</li> <li>✓ Experience of working on own initiative</li> </ul>  | <ul style="list-style-type: none"> <li>✓ Experience of working in the educational sector</li> </ul>   | Application Form<br>Interview<br>References |
| <b>SKILLS, KNOWLEDGE &amp; APTITUDE</b> | <ul style="list-style-type: none"> <li>✓ Effective use of ICT packages, e.g. Microsoft Office</li> <li>✓ Experienced team player with the ability to work in a co-ordinated way with other staff</li> <li>✓ Excellent communication and networking skills</li> <li>✓ Ability to relate to both adults and young people</li> <li>✓ Ability to motivate and influence others</li> <li>✓ Ability to command the trust and respect of young people</li> <li>✓ Ability to prioritise and manage time</li> <li>✓ Ability to work under pressure in order to manage tasks and meet deadlines</li> </ul> | <ul style="list-style-type: none"> <li>✓ Knowledgeable about relevant legislation, such as child protection, confidentiality and equal opportunities</li> <li>✓ Interest in working with and helping young people to achieve their potential</li> </ul> | Application Form<br>Interview<br>References |
| <b>PERSONAL ATTRIBUTES</b>              | <ul style="list-style-type: none"> <li>✓ Open-minded and non-judgmental</li> <li>✓ Bright, friendly, excellent interpersonal skills</li> <li>✓ A team player as well as being able to work unsupervised</li> <li>✓ Able to speak to large groups of adults and young people</li> <li>✓ Flexible, adaptable and creative in solving problems</li> <li>✓ Ability to take the initiative and be proactive</li> <li>✓ Patient and calm, with a good sense of humour</li> </ul>   | <ul style="list-style-type: none"> <li>✓ Interest in learning about qualifications, training, employment opportunities and careers</li> <li>✓ Interest in learning new skills where appropriate</li> </ul>  | Application Form<br>Interview<br>References |