

| SPECIFICATION                   | ESSENTIAL                                                                                                                                                                                                                                                                                                                                                                                  | DESIRABLE                                                                                                                                                                                                                             |
|---------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>KNOWLEDGE/QUALIFICATIONS</b> | <ul style="list-style-type: none"> <li>• Good honours degree</li> <li>• Knowledge of Careers with particular reference to Higher Education</li> <li>• A professional qualification in Careers Education and Guidance</li> </ul>                                                                                                                                                            | <ul style="list-style-type: none"> <li>• Ability to demonstrate up-to-date knowledge of Higher Education issues</li> <li>• Knowledge of key issues in the post-16 sector and a commitment to improving student achievement</li> </ul> |
| <b>RELEVANT EXPERIENCE</b>      | <ul style="list-style-type: none"> <li>• Record of delivery of successful Careers education and guidance</li> <li>• Experience of managing and delivering HE applications</li> <li>• Experience of working with outside agencies</li> <li>• Experience of co-ordinating work experience and community placements</li> </ul>                                                                | <ul style="list-style-type: none"> <li>• Experience of working with students applying to Oxford and Cambridge and for courses in Medicine, Veterinary Science and Dentistry.</li> </ul>                                               |
| <b>SKILLS/APTITUDES</b>         | <ul style="list-style-type: none"> <li>• Ability to relate to 16-19 year olds and their parents</li> <li>• Good organisational and planning ability</li> <li>• Good communication and interpersonal skills</li> <li>• Ability to lead and manage a team</li> <li>• Good I.T. skills and a commitment to their application in the area</li> <li>• Ability to work under pressure</li> </ul> |                                                                                                                                                                                                                                       |
| <b>OTHER REQUIREMENTS</b>       | <ul style="list-style-type: none"> <li>• Commitment to undergo further training and development as appropriate</li> <li>• Sense of humour, flexibility and enthusiasm</li> <li>• Commitment to achieving high standards</li> <li>• Ability to contribute to whole College strategic planning and review</li> </ul>                                                                         | <ul style="list-style-type: none"> <li>• Record of personal and professional development</li> </ul>                                                                                                                                   |