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| **Careers Officer: Person Specification** |
| **Education and Qualifications** | **Criteria** | **Assessment** |
| Attainment of GCSE grade C or above in English and Maths (or able to demonstrate equivalent literacy skills to a level 2 standard of education) | E | A,I |
| Formal qualification in Level 6 Diploma in career information and advice (or equivalent to) | E | A,I |
| Level 7 Diploma in career guidance & development (or be willing to obtain) | D | A.I |
| **Experience** | **Criteria** | **Assessment** |
| Experience of working in a multi-disciplinary team including external partners | E | A,I |
| Previous experience of Careers information, guidance and support | E | A,I |
| Previous experience of working with programmes to track student progression and activity | D | A.I |
| Experience of working in a student facing role  | D | A,I |
| **Knowledge and Skills**  | **Criteria** | **Assessment** |
| Knowledge of MS Office software | E | A,I |
| Knowledge and experience of career pathways into further education, higher education and apprenticeships | D | A,I |
| An awareness of UK Government skills agenda | D | A.I |
| **Personal Qualities** | **Criteria** | **Assessment** |
| Are able to demonstrate excellent Interpersonal and organisational skills | E | A,I |
| Offer flexibility with availability when required | E | A,I |
| Self-motivated and able to work constructively as part of a team as well as on their own | E | A,I |
| Discreet and have the ability to maintain confidentiality | E |  I |
| Have the ability to prioritise conflicting workloads, remaining calm under pressure. | E | A,I |
| Have a desire for high standards of work and a consistently high standard of personal presentation. | E | I |

**Criteria Key Assessment Key**

**E Essential A Application Form**

**D Desirable I Interview**

*Care and respect for others are the values that lie at the heart of our Trust. The Trust is an Equal Opportunities employer and is committed to safeguarding and promoting the welfare of young people. It expects all staff to share this commitment. All posts working with children and young people will be subject to an enhanced disclosures barring service check.*