

The Piggott School



Person Specification Careers Advice and Guidance Lead

Professional Attributes:	Essential	Desirable
Hold (or be willing to undertake) a relevant careers guidance qualification to level 6 or above		✓
Excellent communication and interpersonal skills, be positive and approachable	✓	
Good literacy, numeracy and computer skills	✓	
Ability to work within a team working environment and also able to work independently	✓	
Confidentiality at all times	✓	
Educated to degree level		✓
Experience of working in business environments		✓

Personal Attributes:	Essential	Desirable
Be able to support and promote the Christian ethos, vision and values of the school and the mission statement 'to be a school which inspires and encourages the highest achievement and attainment'	✓	
Have effective organisational and time management skills	✓	
Have the ability to prioritise, plan, monitor and evaluate	✓	
Have genuine respect for all members of our school community	✓	
Have enthusiasm for being involved in the life of a busy school	✓	
Be aware of safeguarding issues when working with children and an awareness of E-safety practice	✓	
Be calm under pressure, adaptable and energetic	✓	
Have a sense of responsibility	✓	
Have a sense of humour	✓	
Be flexible and able to use initiative	✓	