



Person Specification: Careers Advisor

Attributes	Criteria	Desirable/ Essential	Method of Assessment
Experience	<ul style="list-style-type: none"> Working in a school or other educational establishment 	Essential	Application form Interview References
Qualifications	<ul style="list-style-type: none"> A Postgraduate diploma in Careers Guidance, Level 6 qualified in careers guidance or equivalent. Qualification in a sociological, educational or health related topic 	Essential Desirable	Application form Certificates Interview
Skills	<ul style="list-style-type: none"> Effective communication, interpersonal and organisational skills Good ICT Skills to store and retrieve data Ability to work under pressure Ability to handle confidential information with discretion Diplomatic and Empathetic Ability to work as part of a team Active approach to problem solving High level of resilience and patience Initiatives to inspire and motivate young people 	Essential Essential Essential Essential Essential Essential Essential	Interview References
Attitude	<ul style="list-style-type: none"> Self-motivated with a can-do attitude Caring, patient and understanding nature A willingness to develop and evolve their role through independent study, further training and commitment to CPD. Reliability Smart appearance, good attendance and timekeeping 	Essential Essential Essential Essential Essential	Interview References