



Careers Advisor Person Specification

Qualifications and Training

- Level 6 Careers Guidance qualification
- A high school diploma, GCSEs (grades A*-C/9-4 in the UK), or A-levels preferred

Experience

- Experience working with young people and providing advice and guidance for Careers pathways
- Experience supporting and working alongside colleagues, and external service providers.
- Experience communicating with parents/carers

Skills and Knowledge

- Good communication and interpersonal skills, with the ability to work effectively with staff, pupils, and visitors.
- A good level of ICT skills, including the use of Microsoft Office. Experience of Unifrog and Compass + desirable, however, training can be provided as appropriate.
- Strong organisational skills and the ability to prioritise workloads effectively.
- Excellent knowledge of progression routes, qualifications and post-16 and post-18 career pathways.
- Ability to respond flexibly to changing priorities and operational needs.

Personal Qualities

- Well organised, efficient, and able to work independently as well as part of a team.
- Understanding of, and commitment to, the Christian ethos and values of the school.
- Demonstrable respect for young people through positive attitudes and behaviour.
- Ability to maintain confidentiality and professionalism at all times.
- A flexible and positive approach, with a strong commitment to providing independent careers advice and guidance to all stakeholders across the school community.