**Careers Advisor**

Before completing your application, please read the Person Specification and Job Description. In supporting your application, you should demonstrate how your qualifications, skills and experience match the requirements of the role.

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|  | **Essential** | **Desirable** |
| **Qualifications** |  |  |
| 5 GCSE passes or equivalent which must include Maths and English A-C |  | √ |
| A Careers/Work Experience Qualification |  | √ |
| **Experience** |  |  |
| Proven experience in an office environment with exposure to working confidentially | √ |  |
| Relevant experience working in a careers/work experience environment |  | √ |
| Experience of careers/work experience in education |  | √ |
| Excellent administration skills | √ |  |
| Proficient with ICT with experience of Word and Excel in an office environment | √ |  |
| Experience of working in a school |  | √ |
| Knowledge of SIMS (school database) |  | √ |
| Experience of procedures and legislation relating to confidentiality and GDPR |  | √ |
| **Skills & Abilities** |  |  |
| Effective interpersonal skills both oral and written | √ |  |
| High level of concentration, attention to detail and accuracy | √ |  |
| Can work in a logical and methodical manner | √ |  |
| Excellent organisational skills with the ability to prioritise workload and work under pressure | √ |  |
| To be able to demonstrate a flexible and professional approach to work | √ |  |
| **Personal Qualities** |  |  |
| Confident and outgoing | √ |  |
| Self-motivated and able to work on own initiative | √ |  |
| Potential and desire to develop the role | √ |  |
| Commitment to working as part of a team | √ |  |

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| **Safeguarding** |  |  |
| Display commitment to safeguarding and promoting the welfare of children and young people | √ |  |
| Demonstrate the ability to form and maintain appropriate relationships and personal boundaries with children | √ |  |
| Emotional resilience in working with challenging behaviours | √ |  |