**PERSON PROFILE**

**Careers Advisor and Personal Development Co-ordinator:**

|  | **Essential** | **Desirable** | **Method of Assessment** |
| --- | --- | --- | --- |
| General Qualifications & Training |  |  |  |
| First degree |  | ✓ | AF / D |
| Relevant Professional Qualification or NVQ/QCG or equivalent |  | ✓ | AF / D |
| Maths and English GCSE A\*-C | ✓ |  | AF / D  |
| **Experience** |  |  |  |
| Experience in the use of databases to collate and report on statistics relevant to the success of the employing organisation. |  |  | AF / I / R |
| To be able to set up and maintain Microsoft Excel (or similar) Spreadsheets to collate, manipulate and report on data. |  |  | AF / I / R |
| Experienced in setting up and co-ordinating events involving outside agencies. |  |  | AF / I / R |
| To have experience in arranging and facilitating meetings. |  |  | AF / I / R |
| Experience in dealing with children in a professional environment |  |  | AF / I |
| Experience in strengthening links with known external organisations, and fostering close relationships with new ones. Adroit at developing close working relationships with key personnel in those organisations. |  |  | AF / I / R |
| Personal and Professional Skills and Attributes |  |  |  |
| The ability to motivate staff and students and form effective working relationships with them. |  |  | AF / I |
| High professional standards |  |  | AF / I |
| Evidence of vision for the future of effective education |  |  | AF / I |
| High level communication skills |  |  | AF / I |
| Ability to form strong relationships with representatives of third parties. |  |  | AF / I |
| Evidence of the ability to synthesise andevaluate data to support strategic planning. |  |  | AF / I |
| Willingness to offer a positive commitment to the life of the Academy. |  |  | AF / I |
| Ability to play a leading role in the further development of the Academy. |  |  | AF / I |
| High quality organisational skills. Good time management skills and self-motivated. Able to work flexibly and willing to carry out tasks outside of the daily routine where necessary. |  |  | AF / I / R |
| **Other Requirements** |  |  |  |
| A pragmatic ‘can-do’ and flexible approach to tasks with an ability to ensure work is completed to the appropriate standards required | ✓ |  | AF / I / R |
| A good sense of humour and perspective | ✓ |  | I / R |
| Good sickness/attendance record in current/previous employment (not including absences resulting from disability) | ✓ |  | AF / R |
| No serious health problem which is likely to impact upon job performance (which cannot be accommodated by reasonable adjustments) | ✓ |  | AF / I / R |
| Licence to drive | ✓ |  | AF |
| Appointment of the successful applicant will be subject to satisfactory DBS disclosure at an enhanced level (further information can be found at www.disclosure.gov.uk). | ✓ |  |  |

**AF – Application Form I – Interview R – References D- Documents**