**T.E.A.M EDUCATION TRUST**

**STUBBIN WOOD SCHOOL & NURSERY**

**Person Specification – Careers & Enterprise Coordinator**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Essential**  | **Desirable**  |  |
| **Qualifications** |  * Qualified to at least Level 6 Careers Guidance and Development.
* Qualified to Degree level or equivalent

  | * Degree qualification in CEIAG
* NCFE IOSH Level 3 General Certificate in Safety and Health for Business
 | A |
| **Experience** |  * Minimum of two years’ experience of working in a careers guidance role
* Significant and proven experience working in management of CEIAG within an education setting

  | * Experience of working in an education setting
* Knowledge of the unique needs of working with young people with SEND
 | A/I/R |
| **Knowledge** |  * Excellent written and verbal communication skills
* Good keyboard skills and the ability share messages in a logical, coherent manner with accuracy in number taking
* Accurate data input, knowledge of the use of databases and preparation of data for reports
* Excellent interpersonal skills
* Excellent grammar and report writing skills

  |  | A/I |
| **Skills, Abilities** | * Demonstrates ongoing commitment to CEIAG professional development
* Good communication skills
* Proven empathy and listening skills
* Great organisation skills
 |  * Can demonstrate the ability to organise events/activities to promote enterprise (I.e, competitions, fundraising events, fairs, etc)
* Experience in organising trips & visits
 | A/I  |
| **Professional Development** | * Demonstrate personal and professional integrity, including modelling values and vision.
 |  | A/I |
| **Personal Qualities** | * Excellent organisational skills
* Ability to command support colleagues, parents and senior leaders whilst gaining confidence from the pupil cohort.
*
 |  | A/I |

**Key:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **A** | **Application** | **I** | **Interview** | **R** | **Reference** |