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

**STUBBIN WOOD SCHOOL & NURSERY**

**Person Specification – Careers & Enterprise Coordinator**

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|  | **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:**

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