|  | **Essential** | **Desirable** | **Method of Assessment** |
| --- | --- | --- | --- |
| General Qualifications & Training |  |  |  |
| Relevant qualifications in Career and Guidance Advice (for example, the Level 6 Diploma in Career Guidance and Development), or equivalent experience | ✓ |  | AF/D |
| Degree level qualification (or equivalent) |  | ✓ |  |
| Commitment to attend appropriate training and development | ✓ |  | AF/I |
| **Experience** |  |  |  |
| Recent relevant experience in an education and / or guidance environment | ✓ |  | AF/I |
| Working knowledge of school management information systems |  | ✓ | AF/I |
| Experience of working in a secondary school environment |  | ✓ | AF/I |
| **Skills, Knowledge & Aptitudes** |  |  |  |
| Able to prioritise and organise work effectively, work to strict deadlines and remain calm under pressure | ✓ |  | AF/I |
| Ability to interpret guidelines and procedures and advise accordingly | ✓ |  | AF/I |
| Understanding of the educational sector |  | ✓ | AF/I |
| Ability to relate well to adults and children | ✓ |  | I |
| Strategic awareness – able to work in a joined up way with others internally and externally. Operates democratically, transparently and accountably | ✓ |  | AF / I / R |
| Ability to use Microsoft office software applications such as Word, Excel | ✓ |  | AF/I |
| Ability to use email and the internet | ✓ |  | AF/I |
| Personal Attributes |  |  |  |
| Good oral and written communication skills | ✓ |  | AF/I |
| Good interpersonal skills - able to deal effectively with a wide range of people at all levels | ✓ |  | AF/I |
| Discrete when dealing with sensitive and / or confidential matters | ✓ |  | AF/I |
| Able to adapt to changing priorities | ✓ |  | AF/I |
| A good team worker | ✓ |  | 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 |
| 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  (and which cannot be accommodated by reasonable adjustments) | ✓ |  | AF/I/R |
| Driving licence and ability to travel to ACET academies | ✓ |  | D |
| 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). | ✓ |  | D |

AF – Application Form I – Interview D – Certificate or documentary evidence to be supplied at interview R – References

**All adults in school have a responsibility to safeguard and promote the welfare of children**