**Careers Coordinator - Personnel Specification**

This person specification provides an indication of the skills, experiences, abilities and values that we are seeking for in a Careers Coordinator. We are interested in candidates with the potential to make a substantial contribution to De Aston and we are committed to developing, through CPD, the successful candidate.

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| **Attributes** | **Criteria** | **How Identified** | **Rank** |
| Education and Training | 1. GCSE or equivalent in 3-5 subjects, to include maths and English 2. Relevant Level 3 NVQ qualification | A  A | Essential  Desirable |
| Skills and level of experience. | 1. Planning and organisational skills. 2. 3 years’ experience in a similar environment/role. | A & I  A & I | Essential  Desirable |
| Abilities, behaviours, attitudes and values. | 1. Ability to work in a way that promotes the safety and wellbeing of children and young people. 2. Great degree of resilience. 3. Seek to help children rather than help themselves through children. 4. Self-aware and sees how their behaviour impacts on children. 5. Open to sharing ideas and not work in isolation. 6. Courage to take action to protect children from harm. 7. Ability to work/liaise with outside agencies and school staff in the support of learners. 8. To be able to accommodate changes to working hours when the role requires it. 9. Ability to multitask and cope with interruptions. 10. Able to establish and maintain good professional relationships with learners and colleagues. 11. Able to work on own initiative. 12. Ability to communication effectively and professionally. 13. Enthusiastic and hardworking. 14. Ability to work in a team. 15. Experience of customer care. 16. Commitment to continued personal development | A & I  A & I  A & I    A & I    A & I  A & I  A & I  A & I  A & I  A & I  A & I  A & I  A & I  A & I  A & I  A & I | Essential  Essential  Essential  Essential  Essential  Essential  Essential  Essential  Essential  Essential  Essential  Essential  Essential  Essential  Essential  Essential |
| Any Additional Factors | 1. Ability, flexibility and willingness to take on other responsibilities or duties as deemed necessary | A & I | Essential |

**Key:**

A = Application

I = Interview

*De Aston School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment*. *All postholders are subject to a satisfactory enhanced DBS disclosure.*