



“Brookfield Community School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.”

Post title	CEIAG Officer	
Reporting to	Head of Sixth Form/Operations Manager	
Contract type	Part-time (22 ½ hours per week – days to be negotiated) – Term Time plus 2 weeks	
Essential		Desirable
SKILLS		
<ul style="list-style-type: none">▪ Ability to manage the behaviour of students to promote and maintain order and a calm working environment for students▪ Ability to motivate students▪ Ability to work at own initiative and as part of a team▪ Ability to work in a flexible and responsive way with tact, discretion and confidentiality▪ Ability to relate well to children and adults▪ Ability to work under pressure▪ Flexibility▪ Competence in numeracy and literacy	<ul style="list-style-type: none">▪ Ability to use ICT effectively to support learning	
KNOWLEDGE		
<ul style="list-style-type: none">▪ Awareness of confidentiality issues linked to:<ul style="list-style-type: none">▪ Home▪ Student▪ Teacher▪ School work	<ul style="list-style-type: none">▪ Knowledge of a range of strategies to promote good behaviour▪ Awareness of policies and procedures relating to child protection, health, safety and security, equal opportunities, confidentiality and data protection and of other relevant legislation	
EXPERIENCE		
<ul style="list-style-type: none">▪ Experience working with children and young people	<ul style="list-style-type: none">▪ Experience in careers	
QUALIFICATIONS		
<ul style="list-style-type: none">▪ 5 GCSE pass or equivalent of NVQ Level 2 including Maths/Numeracy and English/Literacy▪ Level 6 Careers related qualification (or willing to train)	<ul style="list-style-type: none">▪ Appropriate First Aid Training▪ A Level/Level 3 Qualification	