



### Person Specification

|                   |                     |
|-------------------|---------------------|
| <b>JOB TITLE:</b> | <b>Careers Lead</b> |
| <b>DATE:</b>      | <b>March 2025</b>   |
| <b>STATUS:</b>    | <b>Final</b>        |

| Criteria   | Essential/<br>Desirable | Application | Tasks | Interview | Vetting Checks |
|--|-------------------------|-------------|-------|-----------|----------------|
| <b>Knowledge and qualifications</b>  |                         |             |       |           |                |
| 1. Studied to a minimum standard of GCSE (grade A*-C / 9-4) or equivalent in English and Maths.  | E                       | ✓           |       | ✓         | ✓              |
| 2. Qualification at A-Level or equivalent.   | D                       | ✓           |       | ✓         | ✓              |
| 3. Level 6 Qualification in Careers Guidance (QCG) / Diploma in Careers Guidance, or (NVQ4) in Advice and Guidance or equivalent, or be willing to work towards. | E                       | ✓           |       | ✓         | ✓              |
| <b>Experience</b>  |                         |             |       |           |                |
| 4. Experience of working with young people.  | E                       | ✓           |       | ✓         |                |
| 5. Experience of working in a school environment.  | D                       | ✓           |       | ✓         |                |
| 6. Experience of providing and producing data and statistical information for analysis.  | E                       | ✓           | ✓     |           |                |
| 7. Experience of planning, developing and implementing projects, and programmes.   | E                       | ✓           |       | ✓         |                |
| 8. Experience of planning and organising large events.   | D                       | ✓           |       | ✓         |                |
| <b>Skills and competencies</b>   |                         |             |       |           |                |
| 9. Able to take a proactive approach in prioritising own workload and that of others to meet targets and deadlines.  | E                       | ✓           |       | ✓         |                |

|  |   |   |   |   |   |
|--|---|---|---|---|---|
| 10. Able to work well with a team of other staff, communicating accurately both verbally and written, and maintaining confidentiality when necessary.  | E | ✓ | ✓ | ✓ |   |
| 11. Ability to use ICT packages such as intermediate Word, Excel, PowerPoint, Gmail, Google Drive and Calendar.  | E | ✓ | ✓ |   |   |
| 12. Able to establish good working relationships with a wide range of stakeholders, including students, colleagues, external organisations and parents/carers.   | E | ✓ |   | ✓ |   |
| <b>Other</b>   |   |   |   |   |   |
| 13. Ability to safeguard and promote the welfare of children including motivation to work with children, forming and maintaining appropriate relationships and personal boundaries with children and young people, emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline. | E | ✓ |   | ✓ | ✓ |
| 14. No disclosure about criminal convictions, barring or misconduct that is considered to make the candidate unsuitable for this particular role.  | E | ✓ |   |   | ✓ |
| 15. No concerns about medical fitness or attendance that is considered to make the candidate unsuitable for this particular role.  | E |   |   |   | ✓ |
| 16. Embraces and displays the NEAT values: aspirational, collaborative, inclusive, innovative, has integrity, responsible.   | E | ✓ | ✓ | ✓ |   |