

Person Specification

Careers Manager

	Essential	Desirable
Education and Qualifications		
To be educated to degree in relevant subject		✓
Hold a Level 6 Diploma in Careers Guidance, Qualification in Careers Guidance, or another recognised and relevant Level 6 qualification (or equivalent). If you do not currently hold a Level 6 Careers Guidance qualification, full support and funding will be provided to complete this upon appointment.		✓
Evidence of further study and CPD related to Careers Guidance and Work Experience	✓	
GCSE Maths and English Language at A* - C, or the equivalent	✓	
To be on the CDI UK Register of Career Development Professionals		✓
Experience		
Experience of delivering impartial Careers Advice and Guidance meetings to students	✓	
Experience of planning and organising work experience in a college or school		✓
Experience of leading projects/initiatives in a whole school setting	✓	
Successful experience of managing areas and projects	✓	
Experience relevant to the role	✓	
Experience of using Careers platforms such as 'Unifrog'		✓
Experience of working with children and young people (in a paid or unpaid role)	✓	
Knowledge and Skills		
Knowledge of the content, structure and processes of role	✓	
Knowledge of the university admissions system		✓
A working understanding of the full range of career opportunities for students, including apprenticeships and degree apprenticeships.		✓
To be able to represent the school on or off site and have an understanding of the importance of the school within the community	✓	
To be able to give high level of customer service to pupils, staff and parents.	✓	
Communicate effectively with students, parents and other colleagues at all levels orally and in writing	✓	
To be able to monitor and evaluate procedures effectively	✓	
Work under pressure	✓	
Organise and develop effective systems	✓	
Relate to young people	✓	
Take initiative and work independently	✓	
Work to high levels of accuracy	✓	
Prioritise and plan to ensure completion of tasks	✓	
Good level of skills in relation to computer word processing and database software.	✓	
Able to interpret data	✓	

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Other		
Be innovative and creative in developing solutions	✓	
A record of reliability and integrity	✓	
Excellent attendance record	✓	
Humour, optimism and ambition	✓	
Willingness to participate in further training and CPD	✓	
Self motivated	✓	
Be hard working and emotionally resilient, able to work under pressure, able to prioritise and be flexible working to deadlines	✓	
To be able to understand and be committed to equal opportunities for all members of the school community	✓	