

Person Specification

Careers Manager

	Essential	Desirable
Qualifications & Training	<ul style="list-style-type: none"> GCSE English and Maths A* - C or equivalent. To hold or at least be working towards, a 'Diploma' in Careers Guidance or Qualification in Careers Guidance to Level 6, or other recognized and relevant Level 6 qualification or equivalent. Evidence of further study and CPD related to Careers Guidance and Work Experience. 	<ul style="list-style-type: none"> To be educated to degree in relevant subjects. To be on the CDI UK Register of Career Development Professionals. Driving Licence
Experience, knowledge & understanding	<ul style="list-style-type: none"> Experience of delivering impartial Careers Advice and Guidance meetings to students. Experience of leading projects/initiatives in a whole school setting. Successful experience of managing areas and projects. Experience relevant to the role. Experience of working with children and young people (in a paid or unpaid role) 	<ul style="list-style-type: none"> Experience of planning and organising work experience in a college or school. Experience of using Careers platforms such as 'Unifrog'.
Skills & Abilities	<ul style="list-style-type: none"> Knowledge of the content, structure and processes of the role. Able to represent the school on or off site and understand the importance of the school within the community. Able to provide a 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. Able to monitor and evaluate procedures effectively. Work under pressure. Organise and develop effective systems. Relate to young people. Use initiative and work independently. Work to high levels of accuracy. 	<ul style="list-style-type: none"> Knowledge of the university admissions system. A working understanding of the full range of career opportunities for students, including apprenticeships and degree apprenticeships.

	<ul style="list-style-type: none"> • Prioritise and plan to ensure completion of tasks • A good level of skill in relation to computer word processing and database software. • Able to interpret data. 	
Personal qualities and attributes	<ul style="list-style-type: none"> • Ability to communicate effectively and concisely. • Ability to build effective working relationships with students and colleagues. • Innovative and creative in developing solutions. • Humour, optimism, and ambition. 	
Commitment To	<ul style="list-style-type: none"> • Commitment to diversity and equality of opportunity in all working practices. • Equal opportunities for all members of the school community. 	
Attendance	<ul style="list-style-type: none"> • A good attendance record in current employment, (not including absences due to disability). • A record of reliability and integrity. 	

The postholder is required to ensure they have the appropriate business insurance to meet the requirements of the post.