



Careers Progression & Work Experience Co-ordinator Person Specification

Qualifications and Training

- a High School Diploma or 5 GCSEs at grades 9 to 4 (A* to C), or equivalent, including English and maths for a T Level

Skills and Knowledge

- Good communication and interpersonal skills, with the ability to work effectively with staff, pupils, and visitors.
- A good level of ICT skills, including the use of Microsoft Office. Experience of Unifrog and Compass + desirable, however, training can be provided as appropriate.
- Strong organisational skills and the ability to prioritise workloads effectively.
- Good understanding of post-16 and post-18 career pathways
- Knowledge of Gatsby Benchmarks.
- Ability to respond flexibly to changing priorities and operational needs.

Personal Qualities

- Well organised, efficient, and able to work independently as well as part of a team.
- Understanding of, and commitment to, the Christian ethos and values of the school.
- Demonstrable respect for young people through positive attitudes and behaviour.
- Ability to maintain confidentiality and professionalism at all times.
- A flexible and positive approach, with a strong commitment to providing independent careers advice and guidance to all stakeholders across the school community.