

**Cathedral Schools Trust
Work Experience Coordinator
Person Specification**

Short listing will be based on the criteria listed below. Applicants should therefore show in their application how their skills and experience match those criteria.

Method of assessment: A (application form); I (interview); C (certificates); R (references)

Skills and Abilities: <i>(The personal competencies, qualities, attitude and behaviours that the Applicant requires to perform effectively in the role and to ensure that the Applicant safeguards and promotes the welfare of children and young people)</i>	Essential / Desirable * (E / D)	Method of assessment
<ul style="list-style-type: none"> • Excellent personal communication skills, especially with young people (including empathy), with business professionals/ employers and with colleagues in a supportive way. • Excellent administration skills - good organisational/ multi-tasking skills and reprioritising to meet demanding deadlines and able to manage time to be both proactive and reactive; highly organised in managing a diary and appointments • Good problem solving skills - able to use own initiative to solve problems • Creativity/innovative approach to work 	<p>E</p> <p>E</p> <p>E</p> <p>D</p>	A/I
Knowledge/Qualifications: <i>(The professional, technical or academic qualifications that the Applicant must have to undertake the role)</i>	Essential / Desirable (E / D)	Method of assessment
<ul style="list-style-type: none"> • Strong English and Maths capability • At least 5 GCSE's A*-C / 9-4s including English & Maths or equivalent; • IOSH Health and Safety for Work Placement Personnel qualification; • Be a member of Career Development Institute (CDI) or other relevant professional organisation. 	<p>E</p> <p>D</p> <p>D</p> <p>D</p>	A/I
Experience: <i>(The categories of work or organisations, types of achievements and activities that would be likely to predict success in the role)</i>	Essential / Desirable (E / D)	Method of assessment
<ul style="list-style-type: none"> • Experience of delivering group talks/presentations and facilitating workshops with groups of people; 	E	A/I

<ul style="list-style-type: none"> • Understanding of why Work Experience is an important part of education. • Practical experience of following processes and procedures, including completing documents and records to a high standard and in line with required protocols. • Knowledge of the importance of Health & Safety in the workplace. • An understanding of relevant HSE legislation. • Experience of improving organisational and data/ information systems; • Knowledge of school information management systems (e.g. SIMS) • Experience of a commitment to safeguarding and promoting the welfare of children and young people. • Experience in delivering/co-ordinating WEX programmes • Able to work in a way that promotes equality of opportunity and respect for diversity. • An understanding of protecting personal data and working with information management systems; 	<p>E</p> <p>E</p> <p>E</p> <p>D</p> <p>D</p> <p>D</p> <p>D</p> <p>D</p> <p>E</p> <p>E</p>	
<p>Other Requirements:</p>	<p>Essential / Desirable (E / D)</p>	<p>Method of assessment</p>
<p>Commitment to safeguarding and promoting the welfare of children, young people and adults</p>		<p>A / I</p>

*Essential: these are qualities without which the applicant could not be appointed;

Desirable: these are extra qualities which can be used to choose between applicants who meet all of the essential criteria

Cathedral Schools Trust is an equal opportunities employer and recognises the strength in diversity. Our schools have a wide range of cultural, socio economic and religious influences and we use this to ensure that we broaden our understanding of each other and the world. Applications are welcome from all suitably qualified candidates regardless of race, colour, nationality, ethnic or national origin, religion or religious belief, sex or sexual orientation, gender reassignment, disability or age, and maternity, marital or civil partner status. We particularly encourage applications from under-represented groups.

We are committed to safeguarding and promoting the welfare of children, young people and adults and expect all staff and volunteers to share this commitment. All posts at Cathedral Schools Trust are subject to pre-employment checks including, but not limited to, initial and periodic enhanced level checks with the Disclosure and Barring Service.

As part of our commitment to equal opportunities, we ask that all applications are made using our application form and are accompanied by an equal opportunities form. The equal opportunities form is anonymous and is not shared with the shortlisting panel.