

PERSON SPECIFICATION

Job Title: Sixth Form Student Services Administrator – CEIAG Grade: 6

CRITERIA	ESSENTIAL	DESIRABLE
Experience	<ul style="list-style-type: none"> • Experience of providing high quality careers education, individual advice and guidance. • Use of administrative systems and processes to maintain a high standard of accuracy of record keeping in support of an organisation. • Effective reporting and communication to others through reports, emails, letters, etc. • Experience of delivering training and/or workshops. 	<ul style="list-style-type: none"> • Previous experience of careers education, individual advice and guidance in the field of Post 16 education. • Experience of supporting individuals through the university, apprenticeship and employment applications. • Experience of dealing with external agencies, such as police, SCIES.
Qualifications	<ul style="list-style-type: none"> • Good standard of general education, with strong numeracy and literacy skills. • CEIAG qualified to level 6. • First Aid trained to level 1 or higher 	<ul style="list-style-type: none"> • Relevant vocational qualification. • ECDL.
Knowledge	<ul style="list-style-type: none"> • Knowledge of university, apprenticeship and employment pathways to ensure a high level of advice on career pathways is delivered. • Knowledge of the UCAS application process. • Knowledge of `School's Management Information Systems, e.g. SIMS) packages. • Excellent ICT skills including Microsoft office applications e.g. Excel, Powerpoint, Outlook, Teams and Forms • Safeguarding experience and knowledge of safeguarding procedures. 	
Personality	<ul style="list-style-type: none"> • Energetic & adaptable. • Enjoy a challenge. • A resilience to absorb and cope with pressure. 	

	<ul style="list-style-type: none">• Integrity, discretion and ability to maintain confidentiality.• Reliable.• A capacity to maintain personal physical and mental wellbeing.	
Special Aptitudes	<ul style="list-style-type: none">• Ability to provide an accurate, efficient and professional service.• Excellent organisation and time management skills with the ability to use initiative and to work flexibly with limited supervision.• Ability to form effective relationships with colleagues, students and parents.• Good interpersonal/communication skills, both orally and in writing.• Commitment to safeguard and promote the welfare of children.	