

**PERSON SPECIFICATION**

Job Title: Sixth Form Student Services Administrator – CEIAG Grade: 5

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

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