Trinity School

Person Specification

POST TITLE: Careers Advisor

	ESSENTIAL	DESIRABLE
Education and Qualifications	Diploma in Careers Guidance or Qualification in Careers Guidance to Level 6 (or working towards Level 6 providing you are currently Level 4 qualified). GCSE English and Maths A*-C or equivalent. Evidence of professional development relevant to the role	A-Levels or equivalent.
Experience	Experience of developing and delivering CEIAG within an education setting. Experience of successfully motivating students to plan and achieve their career goals. A working understanding of the full range of career opportunities for students, including apprenticeships. A working understanding and commitment to equality of opportunity for all. Commitment to the highest standards of child protection Knowledge and understanding of relevant statutory guidance pertaining to CEIAG.	Knowledge of university admissions system and student finance. Experience of event planning
Skills	Computer literate with experience of Microsoft Office applications or similar. Decision making skills and the ability to solve problems, prioritise workload and work on own initiative.	

	Excellent communication skills with an ability to communicate with staff and students.	
	Understanding school roles and responsibilities and your own position within these.	
Personal attributes	Ability to relate well to young people and a genuine interest in delivering positive outcomes for them.	
	Ability to work under pressure and prioritise effectively.	
	Commitment to maintaining confidentiality at all times.	
	Commitment to safeguarding and equality, ensuring that personal beliefs are not expressed in ways that exploit the position.	
	Energy, enthusiasm and perseverance.	
	Reliability and integrity.	
	Good interpersonal skills.	
	Positive commitment to individual personal development.	
	Be able to work under pressure and meet deadlines.	
	Adaptable and amenable with respect to working practices.	
	Ability to work independently and be a team player.	