



Person Specification

JOB TITLE:	Careers Advisor – A5215
DATE:	December 2022
STATUS:	Final

CRITERIA	Essential/ Desirable	Application	Tasks	Interview	Vetting Checks
Knowledge and qualifications					
1. Studied to a minimum standard of GCSE (grad A*-C / 9-4) or equivalent in English and Maths	E	✓			✓
2. A Level or equivalent	D	✓			✓
3. Level 6 Qualification in Careers Guidance (QCG) / Diploma in Careers Guidance, or (NVQ4) in Advice and Guidance or equivalent, or currently in the process of achieving those qualifications	D	✓			✓
4. ICT skills (intermediate Word, Excel, PowerPoint, Gmail, Google Drive and Calendar)	E	✓	✓		
5. Excellent interpersonal and teamwork skills	E	✓	✓	✓	
6. Excellent communicator – sensitive, compassionate and effective	E	✓	✓	✓	
Experience					
1. Experience working with young people in a school's environment	E	✓		✓	✓
2. Experience of dealing with confidential issues	E	✓		✓	
3. Experience of providing and producing data and statistical information for analysis	E	✓	✓		
4. Experience of planning, developing and implementing projects/programmes	E	✓		✓	

5. Experience of planning and organising events	E	✓		✓	
6. Experience of establishing and maintaining effective links with parents, carers and relevant organisations (e.g. employers, youth and community agencies)	E	✓		✓	
Skills and competencies					
1. Ability to safeguard and promote the welfare of children including motivation to work with children, forming and maintaining appropriate relationships and personal boundaries with children and young people, emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline	E			✓	✓
2. Is proactive in planning and organising own work and that of others to meet targets and deadlines	E	✓		✓	
3. Effective verbal and written communication skills for a range of audiences	E	✓	✓	✓	
4. Ability to adapt quickly to different situations	E	✓		✓	
5. Able to establish good working relationships with a wide range of people including students, colleagues and parents	E	✓		✓	
Other					
1. No disclosure about criminal convictions, barring or misconduct that is considered to make the candidate unsuitable for this particular role	E	✓		✓	✓
2. No concerns about medical fitness or attendance that is considered to make the candidate unsuitable for this particular role	E				✓
3. Embraces and displays the NEAT values: aspirational, collaborative, inclusive, innovative, has integrity, responsible	E	✓		✓	