

Person Specification

Post: Work Experience and Careers Coordinator

Attributes	Essential	Desirable	How identified
Qualifications	<ul style="list-style-type: none"> • Grade C/4 or above in GCSE English and mathematics • 3 x A Levels or equivalent • 2:2 degree or better 		<ul style="list-style-type: none"> • Application • Interview • Certification
Experience	<ul style="list-style-type: none"> • Values driven • Organising successful work placements 	<ul style="list-style-type: none"> • Working in an inner-city area of high deprivation • Successful experience of working in a Sixth Form, Higher Education or University setting • Multi-tasking and prioritising to achieve multiple demanding targets with different deadlines 	<ul style="list-style-type: none"> • Application • Interview • References
Knowledge and skills	<ul style="list-style-type: none"> • Inspire and motivate others • Excellent communication skills and the ability to present to both students, colleagues and other professionals • Excellent organisation skills • Able to successfully manage the role within the allocated time • Microsoft Office, especially Outlook, Excel and Word • Highly reflective about own areas for development with a willingness to improve • Commitment to safeguarding 		<ul style="list-style-type: none"> • Application • Interview • References
Character	<ul style="list-style-type: none"> • Strong moral purpose and drive for improvement • Mission-aligned • Humble and kind • Motivated, enthusiastic and flexible • Excellent interpersonal skills • Good sense of humour • Desire to develop yourself • Ability to receive and act on feedback • Strong attention to detail • Ability to work under pressure • Commitment to the full life of the College • Willingness to run enrichment provision 		<ul style="list-style-type: none"> • Application • Interview • References