THE BISHOP OF WINCHESTER ACADEMY Aspirations, Careers and Work Experience - Person Specification			
Ethos	Essential	Desirable	MOA
 Support the sponsors' vision, Christian Ethos and values that are embedded in the day-to-day and long-term running of the academy. Each post holder must share the commitment of the sponsors' principles and values of honesty, respect, hospitality, compassion, love, forgiveness, self-discipline, creativity and hope. 	✓ ✓		A, I A, I
All academy post-holders are expected to contribute to the development of young people and the community through the specialism of Enterprise & Innovation and Mathematics.	✓		A, I
Education, Training and Qualifications			
 Qualification in Careers Guidance (QCG) GCSE English and Mathematics at grade C or above Competent working with Microsoft Office packages Other educational/training achievements to support clear reporting and presentation skills Requirement to participate in training/development as/when identified by line manager as essential for performance of the post. Ability to use school management information systems (SIMS) 	* * * * * * * * * * * * * * * * * * *	✓ ✓	A, C A, C A, I A, C, I A, I
Knowledge and Experience			
 Experience of delivering careers advice to young people. Experience of working with young people within a school environment. Experience of working in a busy environment which can at times be highly pressured. Experience of working in partnership with outside agencies. Experience of delivering high quality administrative support. Experience of using inputting and retrieving information from databases. 	<i>' ' '</i>	√ √ √	A, I A, I A, I A, I A, I A, I
Skills and Abilities			
 Excellent communication skills, both oral and written. Able to work discretely with confidential information. Able to motivate and inspire young people. Able to work independently and using own initiative. Able to handle pressure when times are busy. Able to liaise effectively with Senior Leaders and all staff, stakeholders and outside agencies. Able to liaise and form positive relationships with employers and the local community. Able to work within agreed parameters and understand and follow instructions. Have a working knowledge of Windows based programmes to manage and analyse data. Ability to remain calm and contribute to the resolution of problems. Flexible and able to respond quickly to new situations. An aptitude for responding to situations requiring urgent and decisive action. Able to effectively handle and analyse data 		✓	A, I A, I A, I A, I A, I A, I A, I A, I
Other			
 Fully committed to the academy's Equal Opportunities Policy. Willing to carry out all duties having regard to an employee's responsibility under the Academy Health and Safety Policy. Commitment to own personal and professional development and learning. Commitment to working under and promoting the Academy's Safeguarding policy. 	✓ ✓ ✓		A, I A, I A, I, R A, I