

Person Specification

Job Title:	Careers and Work Experience Co Ordinator
Salary & Grade:	WHF NJC Grade N
Reports to:	Designated member of SLT

The White Horse Federation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We therefore expect all staff and volunteers to work to and within school policies and procedures, including safeguarding, child protection and health and safety.

This post is subject to satisfactory references which will be requested prior to interview, an enhanced Disclosure and Barring Service (DBS) check, medical check, evidence of qualifications, plus verification of the right to work in the UK.

	Essential	Desirable	Identification Method
Education & Qualifications			
NVQ Level 3 or equivalent	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Application Form
Careers Guidance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application Form
Careers Guidance Qualification at Level 6	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Application Form Interview
Relevant Experience			
Previous experience of working with secondary school age children.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application Form Interview
Knowledge of a range of support available to help young people.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application Form Interview
Skills & Abilities			
Ability to relate well to children and adults.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application Form Interview
Good time-keeping skills	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application Form Interview
Must have excellent organisational skills	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application Form Interview

Full working knowledge of Microsoft Office and Microsoft Outlook	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application Form Interview
Ability to prioritise and escalate queries effectively in order to deliver on objectives	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application Form Interview
Able to use initiative	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application Form Interview
Positive / can-do attitude	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application Form Interview
Flexible Approach	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application Form Interview
Excellent communication skills	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application Form Interview
Flair for display	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Application Form Interview
Contacts and Relationships			
Develop and maintain good relations with pupils	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application Form Interview