

WEATHERHEAD HIGH SCHOOL

PERSON SPECIFICATION for the post of: Careers Manager

IMPORTANT

THE REHABILITATION OF OFFENDERS ACT

'The amendments to the Exceptions Order 1975 (2013 and 2020) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found at the Disclosure and Barring Service website.'

If successful, you will be required to apply for a Criminal Record Check from the Disclosure and Barring Service. The level of check required for this job is Enhanced Disclosure with Barred List Check.

	Essential / Desirable	Stage Identified
Qualifications:		
<ul style="list-style-type: none"> Any Degree or equivalent qualification or professional experience 	Essential	Application
<ul style="list-style-type: none"> Professional careers qualification e.g. Diploma in Careers Guidance and Development 	Desirable	Application
Experience:		
<ul style="list-style-type: none"> Experience of working in a school, college environment or working with young people 	Essential	Application
<ul style="list-style-type: none"> Experience of supporting and guiding young people 	Essential	Application
<ul style="list-style-type: none"> Experience of working with a range of professionals to provide high quality experiences for young people. 	Essential	Application
Knowledge & Skills:		
<ul style="list-style-type: none"> Knowledge of Careers, Information, Advice and Guidance (CIAG) for young people aged 11 - 18 	Essential	Application / Interview
<ul style="list-style-type: none"> Excellent written, verbal communication and interpersonal skills 	Essential	Application / Interview
<ul style="list-style-type: none"> The ability to work with a range of external agencies and professional organisations 	Essential	Application / Interview
<ul style="list-style-type: none"> Knowledge and understanding of safeguarding procedures 	Desirable	Interview
Personal Qualities:		
<ul style="list-style-type: none"> Able to prioritise workload and meet deadlines under pressure, whilst maintaining standards of accuracy 	Essential	Interview
<ul style="list-style-type: none"> The ability to work with all staff including senior management 	Essential	Interview
<ul style="list-style-type: none"> Excellent team working skills 	Essential	Interview
<ul style="list-style-type: none"> Flexible and able to adapt to changing priorities to meet the needs of young people 	Essential	Interview
<ul style="list-style-type: none"> A commitment to excellence 	Essential	Interview
<ul style="list-style-type: none"> Commitment to the safeguarding and welfare of all students 	Essential	Interview
<ul style="list-style-type: none"> A professional manner with the ability to treat confidential information with sensitivity 	Essential	Application / Interview
<ul style="list-style-type: none"> The ability to converse at ease with members of the public and provide advice in accurate Spoken English is required for this post*. 	Essential	Interview

* Code of Practice on the English Language requirements for public sector workers