

## Person Specification

### Post: Work Experience and Careers Administrator

Attributes	Essential	Desirable	How identified
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Grade C/5 or above in GCSE English and mathematics</li> <li>• 3 x A Levels or equivalent</li> <li>• 2:2 degree or better</li> </ul>	<ul style="list-style-type: none"> <li>• Relevant professional development (PD)</li> </ul>	<ul style="list-style-type: none"> <li>• Application</li> <li>• Certification</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Values driven</li> <li>• Working in a similar role</li> <li>• Organising successful work placements</li> </ul>	<ul style="list-style-type: none"> <li>• Working in an inner-city area of high deprivation</li> <li>• Successful experience of working in a Sixth Form, Higher Education or University setting</li> </ul>	<ul style="list-style-type: none"> <li>• Application</li> <li>• Interview</li> <li>• References</li> </ul>
<b>Knowledge and skills</b>	<ul style="list-style-type: none"> <li>• Ability to inspire and motivate others</li> <li>• Excellent organisation skills</li> <li>• Excellent communication skills and the ability to present to both students, colleagues and other professionals</li> <li>• Strong written communication skills</li> <li>• Microsoft Office, especially Outlook, Excel and Word</li> <li>• Highly reflective about own areas for development with a willingness to improve</li> <li>• Commitment to safeguarding</li> </ul>	<ul style="list-style-type: none"> <li>• Multi-tasking and prioritising to achieve multiple demanding targets with different deadlines</li> </ul>	<ul style="list-style-type: none"> <li>• Application</li> <li>• Interview</li> <li>• References</li> </ul>
<b>Character</b>	<ul style="list-style-type: none"> <li>• Strong moral purpose and drive for improvement</li> <li>• Mission-aligned</li> <li>• Humble, hungry, people smart and agile</li> <li>• Excellent interpersonal skills</li> <li>• Good sense of humour</li> <li>• Desire to develop yourself</li> <li>• Ability to receive and act on feedback</li> <li>• Strong attention to detail</li> <li>• Ability to work under pressure</li> <li>• Commitment to the full life of the college</li> <li>• Willingness to run enrichment provision</li> </ul>		<ul style="list-style-type: none"> <li>• Application</li> <li>• Interview</li> <li>• References</li> </ul>