



## Careers Coordinator Person Specification

The following are essential or desirable characteristics associated with the post above at Ermysted's Grammar School. Evidence will be drawn from the application form or explored at interview.

	Essential	Desirable
<b>Qualifications</b> 4 GCSEs or equivalent at Grade C or above, including English and Mathematics Level 3 qualification(s) or equivalent Evidence of further relevant qualifications or training	✓ ✓	✓
<b>Experience</b> Experience of working in a senior administrative role Experience in working in a fast-paced environment to tight deadlines Experience of working in an educational setting	✓ ✓	✓
<b>Knowledge</b> Up to date knowledge of current trends or developments in education Awareness of health & safety issues relevant to education		✓ ✓
<b>Skills</b> Ability to converse fluently in English Ability to prioritise and manage own workload to ensure deadlines are met Ability to relate positively to young people An ability to work effectively as part of a team and to work independently Creativity and problem-solving skills Demonstrable, confident ICT skills Good communication, organisational and interpersonal skills	✓ ✓ ✓ ✓ ✓ ✓ ✓	
<b>Other</b> A commitment to the school ethos and selective education in general A demonstrable commitment to equal opportunities A recognition of the importance of personal responsibility for H&S A willingness to engage fully with continuing professional development Ability to form and maintain appropriate professional relationships and personal boundaries with children and young people Ability to work hard, prioritise deadlines and maintain good humour Commitment to safeguarding and promoting the welfare of pupils	✓ ✓ ✓ ✓ ✓ ✓ ✓	

To deliver services effectively, a degree of flexibility is needed, and the post holder may be required to perform work commensurate with the level of responsibility of the role not specifically referred to above.

Ermysted's Grammar School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be expected to undergo enhanced DBS clearance.