

Cambourne Village College: CAREERS CO-ORDINATOR

PERSON SPECIFICATION

Essential	Desirable
<ul style="list-style-type: none"> • GCSE (grade A*–C) or equivalent, in English and maths (certificate/s to be available at interview). • Qualification in Careers Guidance (QCG) or studying towards this with experience in the field (certificate/s to be available at interview) or willingness to gain qualification. • Experience of planning, implementing and evaluating projects. • Experience of working with children/young people. 	<ul style="list-style-type: none"> • Experience/training in interviewing techniques and processes. • Experience of working in a school or similar establishment. • Experience in fundraising and/or sourcing sponsorship including writing bids/making applications. • Proven experience of working in industry/enterprise or developing productive links with businesses. • Experience of giving presentations to an audience.
<ul style="list-style-type: none"> • Ability to build and form good relationships with students, colleagues and other professionals. • Ability to work constructively as part of a team, understanding school roles and responsibilities including own. • Ability to improve own practice/knowledge through self-evaluation and learning from others. • Strong verbal and written communication skills appropriate to the need to communicate effectively with colleagues, students and other professionals. • Good standard of numeracy and literacy skills. • Ability to absorb and understand a wide range of information. • Ability to manage and deal with confidential data/issues appropriately. 	<ul style="list-style-type: none"> • Knowledge of an additional language. • Managing and monitoring a budget, and providing required reports. • Demonstrate a good understanding of different qualifications and the examination process. • Knowledge of work experience and or volunteering programmes/opportunities. • Working knowledge of the curriculum and work-related initiatives.

Essential	Desirable
<ul style="list-style-type: none"> • Ability to proficiently use Office computer software including word-processing, spreadsheet, database and internet systems. • Working knowledge of relevant policies, procedures, codes of practice, and awareness of relevant legislation such as health and safety, safeguarding. 	
<ul style="list-style-type: none"> • Ability to listen effectively and show empathy when required. • Ability to show initiative and to prioritise one's own work even when under pressure. • Able to follow direction and work in collaboration with line manager and the leadership team. • Able to work flexibly to meet deadlines and respond to unplanned situations. • Efficient and meticulous in organisation. • Desire to enhance and develop skills and knowledge through CPD. • Commitment to the highest standards of child protection and safeguarding. • Recognition of the importance of personal responsibility for health and safety. • Commitment to the school's ethos, aims and its whole community. 	