

PERSON SPECIFICATION

Job Title: CEIAG Coordinator

Duration: Permanent

No		Essential/ Desirable	Application Form	Assessed by I/T/R/O
QUALIFICATIONS				
1	Minimum of 5 GCSE's at grade C or above, including English & Maths.	E	√	
2	Relevant qualification in Careers/CEIAG and Administration	D	√	
EXPERIENCE				
3	Evidence of experience in providing IAG to young people	D	√	
4	Experience of administration within education	D	√	√
5	Experience of managing change and implementing new systems / procedures / controls	E	√	√
6	Management of a budget and driving down costs	D	√	√
ABILITIES, SKILLS AND KNOWLEDGE				
7	Working knowledge of using SIMS/Arbor and Microsoft Office/Google	E	√	√
8	Ability to relate well to children	E		√
9	Effective communication skills – spoken and written	E		√
10	Ability to work effectively under pressure and meeting deadlines	E	√	√
11	Ability to manage unpredictable and variable workloads	E		√
12	A high level of accuracy and organisational skills	E	√	√
13	Self-motivated and effective time manager	E		√
14	Flexible attitude to work	E	√	√
15	Ability to organise and manage events	E	√	√
PERSONAL QUALITIES				
16	A positive, enthusiastic outlook	E	√	
17	Motivation to support working with children in an educational setting	E		√
18	A strong belief in the value of education in developing citizens.	E	√	√
19	Highest levels of professional and personal integrity.	E	√	√
20	A strong commitment to inclusion and overcoming barriers to learning and achievement.	E	√	√
21	Personal resilience, persistence and perseverance	E	√	√
22	Commitment to the pursuit of continuous professional development of oneself and others	E	√	√
23	Ability to maintain confidentiality at all times	E		√

