

PERSON SPECIFICATION

Job Title: CEIAG and Personal Development Coordinator	Grade: E	
Personal Attributes required (on the basis of the job description)	Essential (E) or Desirable (D)	To be identified by: (e.g. application form, interview, reference etc.)
Qualifications and Experience		
Minimum of 5 GCSE's at grade C or above, including English & Maths.	E	A
Relevant qualification in Careers/CEIAG and Administration	D	A
Evidence of experience in providing IAG to young people	D	A/I
Experience of administration within education	E	A/I
Experience of managing change and implementing new systems / procedures / controls	D	A/I
Management of a budget and driving down costs	D	A/I
Knowledge/skills/abilities		
Working knowledge of using SIMS/Arbor and Microsoft Office/Google	E	A/I
Ability to relate well to children	E	I/R
Effective communication skills – spoken and written	E	A/I/R
Ability to work effectively under pressure and meeting deadlines	E	A/R
Ability to manage unpredictable and variable workloads	E	I/R
A high level of accuracy and organisational skills	E	I/R
Self-motivated and effective time manager	E	A/R
Flexible attitude to work	E	A/R
Ability to organise and manage events	E	A/I
Personal Qualities		
A positive, enthusiastic outlook	E	I
Motivation to support working with children in an educational setting	E	I/R
Excellent numerical and verbal skills	E	I
Commitment to equal opportunity for all	E	I
Ability to work as a member of a team	E	I/R
Ability to maintain confidentiality at all times	E	I
Ability to cope resiliently with the responsibilities and demands of the post	E	I/R