

## CAREERS ADVISOR (SECONDARY)

### PERSON SPECIFICATION

Type of knowledge	ESSENTIAL	DESIRABLE
<b>Qualifications and Specialist knowledge</b>	<p>2 years' experience and sound knowledge of the Careers Service – where to go to get information on different careers, universities etc.</p> <p>Evidence of on-going training.</p> <p>An understanding of the needs of 14 to 19 year olds.</p> <p>Awareness of issues such as physical abuse, drugs etc.</p>	<p>Experience working in a busy school environment.</p> <p>Educated to relevant degree level.</p>
<b>ICT and admin systems and packages</b>	<p>Word Processing and office skills for input of data and letters home to parents/employers.</p> <p>Microsoft packages. Inc. Word/Excel/Powerpoint.</p>	<p>Knowledge of school Management Information Systems.</p>
<b>Legislative</b>	<p>Sound knowledge of GDPR.</p>	