



Person Specification

Post Title: Careers Advisor
Grade: Grade G, SCP 19 - 23

Factors	Essential		Desirable	
Qualifications & Training	E1	Minimum of 5 GCSEs at Grade 5 or above, including in English and Mathematics	D1	Educated to degree level
	E2	Diploma in Careers Guidance & Development qualification, or a willingness to obtain		
Experience/Skills	E3	Able to inspire, motivate and empower students	D2	Experience in careers guidance
	E4	Demonstrates commitment to supporting young people to achieve positive outcomes	D3	Experience of working within a secondary school setting with students aged 11-18
	E5	Builds effective relationships with stakeholders	D4	Experience organising events Experience of Unifrog
	E6	Demonstrates integrity and professionalism		
	E7	Organises workload effectively and meets deadlines		
	E8	Demonstrates problem-solving and initiative		
	E9	Reflects and develops professional practice		
	E10	Provides impartial careers guidance		
	E11	Promotes aspirations and progression pathways		
	E12	Coordinates careers activities and events		
	E13	Uses IT systems to track student data		



Personal Attributes	E14	Demonstrates empathy and understanding		
	E15	Maintains professionalism and commitment		
	E16	Demonstrates resilience and positivity		
	E17	Has an approachable and supportive presence		
	E18	Commits to raising aspirations for all students		
	E19	Works effectively with vulnerable students		
	E20	Shows initiative and proactivity		
Special Requirements	E21	A commitment to safeguard the welfare of children.		
	E22	Compliance with data protection principles		
	E23	Compliance with Equal Opportunities Policies, the Trust/school Code of Conduct, and all other Trust/school policies		
	E24	Compliance with health and safety policies, rules and regulations		
	E25	To uphold the Catholic ethos of our schools		